

Dear Sir or Madam,

I am writing to enquire about possible vacancies in your company as I am looking for a teaching position which will make use of my English subject specialism. I would also be able to teach ESOL and Spanish and could contribute to curriculum design. I am flexible and would be happy to diversify into other subject areas where necessary.

I am interested in this position as I recently passed the full time Professional Graduate Diploma Teaching in the Lifelong Learning Sector (PGDTLLS-formerly PGCE FE) at the University of Derby. I have substantial experience teaching adults and, during the academic year 2009-10, I designed a scheme of work and delivered a level two English course at the Access and Further Education Centre (AFEC) at the University of Derby and embedded elements of the Minimum Core for Literacy and Numeracy. In addition to this qualification I hold a First Class Honours in English and Spanish from the University of Stirling.

I started teaching English in 2002 and since then have been developing my planning, delivery, and interpersonal skills in contexts including primary, FE, private providers and work-based coaching in Mexico, Spain and the UK. In my teaching sessions I promote active, student-centred learning which is responsive to learners' interests and learning styles. I encourage learners to take responsibility for their learning and challenge them with achievable targets and provide regular feedback. I am confident using ILT and I have produced many differentiated resources to practise English language skills.

I believe I have a lot to offer and would make a positive, enthusiastic and innovative tutor. I have attached my CV and I would greatly appreciate the opportunity to discuss my skills and experiences with you in person.

Yours faithfully,

James Sharp