

Stèfan Swanepoel  
010 8424 7706  
swanepoel.stefs@gmail.com

Dear Sir/Madam,

I am writing to apply for the job of Native English Instructor at your institute. Please find here a cover letter detailing my experience and qualifications as well as my résumé for your review at your convenience.

I am seeking employment at your institute to broaden my knowledge of teaching English, specifically within a foreign country thereby giving an opportunity to those wanting to learn English. As you will see from my résumé, I have taught Asian students before, thus developing sensitivity towards Asian culture. Moreover, I also understand the unique difficulties faced by Asian students learning English. Furthermore, I have honed my logical and problem-solving skills so needed in today's world. Next, my Bachelor's Degree in Music gave me the opportunity to train in Musical Education which has further increased my passion for teaching. Lastly, I have learned the need for patience with and understanding of students through all of the above.

I know that I can deal with most situations that arise in class by combing my logical and creative skills which I have gained through my careers as student, musician and IT professional. For example, Asian students often have difficulties learning the rhythm and intonation of English. To solve this, I would write a word being learned on the board; break it into syllables; and then, I would clap the sounds for the students and have them follow my rhythm pronouncing the word at the same time. Learners can also gain new vocabulary via songs, clearly a speciality of mine. A last example is linking vocabulary with visual cues and thus engaging students' minds in a logical manner. This could be achieved through multimedia resources, such as presentations using PowerPoint or the Internet, with which I have had extensive experience.

On a personal note, I have also been a member of an orchestra. Furthermore, I have worked within an office environment in which several individuals had to function as a team to deliver a high quality of service. From both these situations, I have learned the necessity of showing respect to my co-workers as well as the value of teamwork and functioning as a whole. This quality makes me an ideal addition to any team.

Finally, I am already in Korea and in possession of all the requisite documents for a visa. Furthermore, I do not require housing since I am sharing with a friend who lives and works in Korea already. If you have any further questions, please do not hesitate to contact me on the following e-mail address and/or cell phone number: swanepoel.stefs@gmail.com and 010 8424 7706.

Yours faithfully,

Stèfan Swanepoel

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## CONTACT INFORMATION

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## PERSONAL INFORMATION

<b>DATE OF BIRTH:</b>	13 January 1987
<b>PLACE OF BIRTH:</b>	Port Elizabeth, South Africa
<b>CITIZENSHIP:</b>	South African
<b>MARITAL STATUS:</b>	Single
<b>MOTHER TONGUE:</b>	English
<b>OTHER LANGUAGES:</b>	Afrikaans (Fluent) & German (Fluent)
<b>COMPUTER PROFICIENCIES:</b>	Microsoft Office – Word, Excel, PowerPoint & Outlook; Adobe CS3 Microsoft Visio Basic (drawing network plans), Novell, Linux (Ubuntu)

## WORK EXPERIENCE

### FULL-TIME EMPLOYMENT

<b>PLACE OF EMPLOYMENT:</b>	Inzuzu IT
<b>DATE:</b>	February 2009 – April 2010
<b>TITLE:</b>	Junior Network Engineer
<b>DESCRIPTION:</b>	Maintained Cisco Networks, Project Leader, Software Technician, Maintained Excellent Client Liaisons

<b>PLACE OF EMPLOYMENT:</b>	Self Employed
<b>DATE:</b>	February 2006 – November 2006
<b>TITLE:</b>	English Instructor
<b>DESCRIPTION:</b>	Gave instruction to Chinese students studying at the Nelson Mandela Metropolitan University in English, specifically conversation and English language

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## PART-TIME EMPLOYMENT

<b>PLACE OF EMPLOYMENT:</b>	Matton Technology
<b>DATE:</b>	Junior IT Technician
<b>TITLE:</b>	October 2008 – January 2009
<b>PLACE OF EMPLOYMENT:</b>	Duane Pretorius
<b>DATE:</b>	March 2008 – July 2008
<b>TITLE:</b>	Computer Technician
<b>PLACE OF EMPLOYMENT:</b>	Electronic Design Systems
<b>DATE:</b>	November 2007 – March 2008
<b>TITLE:</b>	Network and Computer Technician

## TERTIARY EDUCATION

<b>INSTITUTE:</b>	The Nelson Mandela Metropolitan University
<b>DATE:</b>	2008
<b>QUALIFICATION:</b>	Bachelor of Music
<b>INSTITUTE:</b>	Damelin College
<b>DATE:</b>	2007
<b>QUALIFICATION:</b>	A+ and N+
<b>INSTITUTE:</b>	Damelin College
<b>DATE:</b>	2007
<b>QUALIFICATION:</b>	Computer Upgrades and Repairs

## SKILLS AND INTERESTS

### COMPUTER AND INTERNET SKILLS

- Microsoft Office – Word, Excel, PowerPoint & Outlook
- Adobe CS3
- Microsoft Visio Basic (drawing network plans),
- Novell
- Linux

### PERSONAL INTERESTS

- Reading – Fantasy, Historical Fiction, Non-Fiction and Biographies
- Music – Piano & Violin
- Computers & Technology