

Unit 3 Lesson2 DIDI Job Application

Activity I

Study the poster that tells about another initiative called ‘Teach for India’ by Shaheen Mistri. It is an advertisement seeking volunteers to teach the children in low-income areas.

If you were to apply for this vacancy, what would you write in your application and resume.

Covering Letter

Name
address

25/07/2015

Ms.Shaheen Mistri
‘Teach For India’
Mumbai

Dear Sir

With reference to your advertisement in The Hindu dated 23/07/2015, I would like to apply for the post of teaching faculty in your institution.

I have a passion for teaching. I am also interested in doing social service. Hence I believe that it would be a pleasure for me to serve in your esteemed institution. As far my qualification, I have passed M.A. in English from Kerala University. I passed Post graduate Diploma in English Language Teaching from CIEFL, Hyderabad. Moreover, I have five years of experience in the same field. I have enclosed my resume for your further consideration.

Sir, I assure you, if selected, I will do my best to your entire satisfaction.

Sincerely

Name and signature

Resume

Address

.....

Ph No:

e-mail ID:....

Name

Objective : To nurture the talent and cognition of each student aiming at their overall development and mould them as nice citizen

Education: 2007-2009 Post Graduate Diploma in English Language
- Teaching - CIEFL- 80%

2005-2007 M.A. in English - Kerala University – 78%

2002-2005 B.A. in English - Kerala University - 82%

2000 - SSLC - Board of Public Exam, Kerala – 94%

Experience: 2012-2014 Govt ITI, Alappuzha- Spoken English Instructor

2010-2012 Institute of English, Trivandrum- Guest lecturer

2009-2010 MGM Public School, Trivandrum - TGT

Activities: Member- ELT Journal Committee

District Co-ordinator of ASAP

Achievements: Participated in the seminar on ‘Trends in Teaching a Foreign
l language’ at National Level

Selected the Best Orator at the district level

3rd rank holder in PG in Kerala University

Skills: good at ICT integrated ELT for the beginners, writing poems

Languages: English, Malayalam, Hindi and Tamil (can speak)

Interests: social service and reading novels