

Tina Travel

38 Commonwealth Ave
Chestnut Hill, MA 02467

Mr. Joe Eagleton
Eagleton Inc.
Eagleton Ave
Boston, MA 02135

Dear Mr. Eagleton,

I am writing to express my interest in the position, (English Language Assistant), at **[COMPANY]**, as found on (the Boston College Eaglelink website). I know I am an ideal candidate because of my passion for (international education) and my proven experience in and outside of the classroom.

My passion started when I volunteered as an English as a Second Language Assistant in an elementary class in Burlington, VT. The class consisted of 20 students of varying ages, language fluency, and cultures. My role as an Assistant was to aid the students in their daily lessons and engage them in conversation in English as often as possible. The experience allowed me to strengthen my **[SKILLS]**.

My experience teaching continued when I traveled to France as an English Language Teaching Assistant for Teaching Assistant Program in France (TAPIF). I taught English lessons to approximately 200 elementary students at varying levels daily that strengthened my adaptability and organization skills. I needed to adjust the lessons so that each class learned what was required for their level. Having lived in France for almost a year, I can appreciate the nuances and challenges of living abroad. My experience was unique in that I worked abroad, as opposed to studying. This gave me a new appreciation and deeper understanding of different cultures. I became fully immersed into the French lifestyle which allowed me to perfect my language, interpersonal, and communication skills. I am eager to utilize the knowledge gained from my experiences in **[POSITION]**.

These experiences have taught me how to be flexible and adaptable to various situations. From adjusting lessons to various levels, to learning about foreign cultures, I have an equal appreciation for teaching and learning. My time abroad, in particular, has given me an insight into education on an international scale that I believe will be an asset to the **[POSITION]** at **[COMPANY]**.

Please find my resume attached for your further consideration. I am excited about the opportunity this position presents. Should you need further information, please contact me via email or phone (tinatravel@bc.edu, 444-444-4444). Thank you for your time.

Sincerely,

Tina Travel
Enclosure

Isaac International

38 Commonwealth Ave
Chestnut Hill, MA 02467

Ms. Jane Baldwin
Baldwin Co.
Baldwin Rd
Boston, MA 02135

Dear Ms. Baldwin,

I am writing to express my interest in the (Associate Recruiter) position at **[COMPANY]**, as found on the (Boston College Eaglelink website). I know I am an ideal candidate for this position due to my interest in [consulting and recruiting] and my previous experiences **[add relatable or transferable experiences]**.

While I served as a receptionist at a large consulting firm, I developed an in-depth knowledge and deepened my interest about the consulting industry. The position required that I be exceptionally organized to enhance the office environment, detail-oriented when assigned and completed various projects, and utilize superior communication skills when in direct contact with clients to schedule appointments for them and staff.

I studied abroad in Spain with a faculty member and a small group of five fellow undergraduate students. While we worked as a team and had weekly team discussions, I led my own research project. The project involved collecting personal anecdotes about historic events that occurred in the country. This required communicating with local townspeople in their native language in several cities across the country to interview them and collect their stories. This allowed me to further strengthen my communication skills in Spanish. Additionally, I was also in charge of coordinating all travel logistics and kept detailed records for my faculty advisor.

The variety of my experiences have had a positive impact on my professional development. My time abroad, especially, is a culmination of my qualifications, as it necessitated that I have excellent communication skills, be organized, and work with a team as well as independently.

Please find my resume attached for your further consideration. I am excited about the opportunity this position presents. Should you need further information, please contact me via email or phone (isaac.international@bc.edu, 222-222-2222). Thank you for your time.

Sincerely,

Isaac International
Enclosure