

# Andrea Evans

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To Whom It May Concern:

It is with great interest that I am applying for an EAP Adjunct faculty position. I have been working in the ESL field for 25 years and I am aware of the qualifications and responsibilities that the position involves, and I believe I have the qualifications and background you are seeking. I'm passionate, enthusiastic, dependable, organized, responsible, and detail-oriented. In addition, I'm a team player, fun to be around, and easy to get along with. I enjoy meeting new people, traveling, and being exposed to different cultures.

As you can see from my attached resume, I have been working at ELS Language Centers at Barry University where I teach students from all over the world. I was as an ESL instructor, program coordinator, extra-curricular activities coordinator, and pilot testing coordinator at the University of Nizwa in Oman for almost six years. There, I had the opportunity to experience the Arab culture up close, and I was involved in many projects including placement testing, writing materials, tutoring, and extra-curricular activities. While working at TCI in Miami, I also taught South American students from 13 to 20 years old. In Brazil, I taught business English and general English classes from young children to businessmen. I was also an assistant manager at Walgreens and a manager trainee at Enterprise Rent A Car, but the education field has always been my passion and my calling.

I would love the opportunity to discuss how my diverse skills and qualifications could be a valuable contribution to your institution. Please feel free to contact me via phone or email. I look forward to hearing from you at your earliest convenience.

Sincerely,

Andrea Evans