

To Whom It May Concern:

A versatile teaching professional, I am well prepared to help any organization with its particular needs. I possess a Masters of Arts in Teaching English to Speakers of Other Languages (MATESOL) as well as a Bachelor of Arts in Speech Communication from the University of Washington in Seattle, U.S.A. This exposure to language acquisition, teaching methods, testing, etc. has been invaluable to my understanding of the complexities of language learning and will help me provide key contributions to the organization of which I am a part.

As important as my own formal education is my five years of teaching experience. Specifically, I have taught courses in listening/speaking, reading, writing, and pronunciation in the Intensive English Language Program at the University of Washington. In addition to teaching, I also took on a number of special projects, including the administering and scoring of mock Oral Proficiency Interviews to students of various nationalities. My teaching range also encompasses business professionals with whom I have worked for two years in a wide array of sectors throughout Madrid. Whether it beginner level or advanced, these courses were primarily focused on improving the students' communication skills in a business environment. All of these experiences have helped me become a more dynamic and effective instructor.

I know my diverse abilities as a teaching professional will be well-suited to any organization. I look forward to seeing how I can best assist you in the future.

Sincerely,

Kelley M. Pigott