

Gabriela Bernal

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28 September 2020

Joanne Camozzato

College Principal

Edgars Creek Secondary College

1 Macedon Parade, Wollert, VIC 3750

Dear Ms Camozzato

English Learning Specialist

I am writing to inquire about the job of **English Learning Specialist**, advertised on *Indeed* in September 2020. After reading about your college's commitment to providing evolving technologies to support collaborative learning, I became interested in your vision and mission. I am currently completing a master's degree in Applied Linguistics at the University of Melbourne. My course specialisation is in Technology and Language Learning, with an expected graduation date in February 2021. I believe that I can offer this position my experience developing a second language curriculum for promoting collaborative learning, student engagement and critical thinking skills as part a course project.

My prior experience working with 109 scholarship students and 19 teachers in an educational institution makes me a strong candidate for this job position. As part of my job, I worked with curriculum designers and lecturers assisting in the developing of five course programs promoting students' technical skills in various disciplines, including Mechatronics and Logistics. For 2 semesters, I worked monitoring the academic performance of students to ensure their successful completion of the course program. During this time, I worked closely with students and teachers responding to their academic enquires and organising and distributing course materials and formative assessments. I developed strong communication skills working in a multidisciplinary way with colleagues in the institute's leadership team in order to ensure the expected learning outcomes.

The top portion of my attached resume highlights my professional profile and three significant academic and professional accomplishments which I believe align with the description of this job. I would be happy to provide referees that would offer more information about my academic and workplace performance.

I welcome the opportunity to speak with you if you feel I would be a strong candidate for this or any other position in your college.

Yours sincerely,

Gabriela Bernal

Attachments: Resume, Response to Key Selection Criteria