

Subject: Application for post of an English teacher

Respected Sir/Madam

With humble submission, I, Rachel Oshin Kuzur, would like to draw your kind attention on the matter that I have completed my BA from Saint Xavier's College, my MA from Lady Brabourne and my B.Ed from Scottish Church College and I am interested in working as an English teacher in your school.

I hold a IB MYP CAT2, B.Ed, CTET and a TEFL/TESOL teaching certificates. I had the golden opportunity to work in **Oakridge International School, Bangalore** and in **Modi Public School, Siliguri**. I also worked at **Scottish Church Collegiate School** for 5 months during my practice teaching internship.

I have also freelanced as a content writer for SWOT&PESTLE and PURETECH . I have also been an academic content writer at Ways2excel, a creative writing mentor at a EduTech company called The Playbook and I was also a tutor at an NGO called The Blue Turtle.

It would be a great privilege for me to serve at your reputed institution, if you give me the chance. My CV has been attached along with this application letter.

As a teacher, I ensure you that I will work hard and give my best in this field. I request you to consider look into my CV, in case any vacancy of any form for an English teacher be felt in your institution. I look forward to hearing from you soon.

Thanking you,

Yours sincerely,

Rachel Oshin Kuzur

Contact: 7980639046

Email: rachel_kuzur@yahoo.com



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SUBJECT: Application for the post of an English Teacher

A trained teacher with good communication and effective teaching skills. Looking to contribute knowledge and skills in a school that offers quality education and great opportunity for career progression.

EXPERIENCE

Teaching- 3 years

MYP IB LANGUAGE AND LITERATURE FACILITATOR: OAKRIDGE INTERNATIONAL SCHOOL, BANGALORE (2023-24)

TGT ENGLISH TEACHER: MODI PUBLIC SCHOOL, SILIGURI (2021-23)

CREATIVE WRITING MENTOR: THE PLAYBOOK (2021)

ACADEMIC CONTENT WRITER: Ways2excel (joining date : 2/3/2020)

INTERNSHIP: SCOTTISH CHURCH COLLEGIATE SCHOOL : April to December 2018

NGO: Tutor at THE BLUE TURTLE (2019)

FREELANCE CONTENT WRITING:

1. PURETECH - 2016 (12/15/16- 9/20/17)
 2. SWOT & PESTLE - 2019 (16/12/18- 18/06/19)
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EDUCATIONAL QUALIFICATIONS AND CERTIFICATIONS:

- **IB CAT 2**
- **B.Ed certificate** from **Scottish Church College, Department of Teacher Education** under **Calcutta University** from **4/16/18- 12/11/18**
- **CTET**
- **TEFL/ TESOL course certified**

YEAR	LEVEL	BOARD	INSTITUTION
2019	B.ED	CALCUTTA UNIVERSITY	SCOTTISH CHURCH COLLEGE B.ED DEPARTMENT
2017	POST-GRADUATION – English Literature	CALCUTTA UNIVERSITY	LADY BRABOURNE (UNDER CALCUTTA UNIVERSITY)
2015	GRADUATION : (BA ENGLISH HONOURS)	CALCUTTA UNIVERSITY	SAINT XAVIER'S COLLEGE
2012	CLASS XII	WBBHSE	LORETO DAY SCHOOL BOWBAZAR
2000	CLASS X	WBBSE	LORETO DAY SCHOOL BOWBAZAR

PERSONAL DETAILS

FATHER'S NAME	Bejoy Kumar Kuzur
D.O.B	21/04/94
MARITAL STATUS	Single
NATIONALITY	Indian
MOTHER TONGUE	English
LANGUAGES KNOWN	English, Hindi, Bengali
HOBBIES	Reading, poetry, learning languages, synthesizer, music, art forms, movies

COMPUTER PROFICIENCY- Microsoft Office, HTML, Internet and E-mail

EXTRA-CURRICULAR ACTIVITIES

Attended Seminars and workshops:

- Women Studies and Acid Survivors
- Translation workshop on Shakespeare by Shakespeare Society of Eastern India
- Research Trends in Indian English Literature by Shakespeare Society of Eastern India

Organised, Participated and volunteered in:

- **School-** Hunger and disease campaign, Christmas programmes, Annual sports or skit etc
- **Church-** ZION (inter-parish basketball tournament), Feeding of the poor, Parish celebrations
- **College-** programmes (Literaria, Xavotsav)
- **Marathon-** Women's Day (2019)
- **NGO-** Volunteered as a social worker in an NGO, Ankur Kala. Paid visits in slum schools and old age homes.

REFERENCES

Name	Role	Institution	Contact number	Email
Ms. Yojna Tamang	IB MYP I&S Team Lead and MUN coordinator	Oakridge International School, Bangalore	8918763794	yojna1993@gmail.com
Ms. Diasha Datta	IB MYP – DP I&S Facilitator	The Aga Khan Academy, Hyderabad	9804657731	Diasha.datta@gmail.com
Mrs. Nishtha Srivastava	IB MYP Coordinator and MYP DP Science Facilitator	Oakridge International School, Bangalore	7829022500	nishtha.srivastava@oakridge.in

Signature

Rechel Oshin Kuzur