

HAJKOVA MICHAELA

TEACHER OF ENGLISH LANGUAGE

CONTACTS

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EMAIL : hajkova.michaela@email.cz

Kadaňská 2375/8

Chomutov 43003

Czech Republic

Currently also in Karlovy Vary

SKILLS

Creating interactive online materials

ESL teaching methods

Dealing with online lessons

Google Classroom

MS Office, Wordwall, Genially, Zoom
etc.

Creating informative webinars or
workshops for teachers

Teachers assistant certificate (in
progress)

HOBBIES

Languages

Self- Education

Literature

Graphic design

Art

REFERENCES

Agentura Parole s. r. o.

Zdenka Moravcová | coordinator

Phone : 734 570 121

Email : zdenka.moravcova@parole.cz

PROFILE

CLIL, PBL, Language Coaching, RAFT... there is always something new to learn about modern methods and approaches, which I view as a part of my personal and professional development. I am keen on exploring new technologies to keep up with interests of students and also to enrich my lessons with interactivity.

EMPLOYMENT HISTORY

Senior Teacher

2015 - Present

Language Agency | agentura Parole s. r. o. | Chomutov

Apart from regular teaching in business courses, I have been teaching repeatedly one year course of School Leavers, who have been continually prepared for entry exams to Universities or international language exams. My responsibility is to teach to appreciate and interpret British and American Literature, Cultural Studies and English as a Second Language. At the same time, I work as a methodologist, who trains new teachers, organizes webinars or workshops.

Primary Teacher

2013 - 2015

Primary School | ZŠ a MŠ Radonice | Radonice u Kadaně

Preparing and teaching English lessons to various classes of pupils of different age groups, ranging from Year 3 to 9th one. Preparing daily lesson plans to fit syllabus and curriculum requirements. Preparing materials for children with special needs. Encouraging pupils to acquire and develop effective study habits. Dealing with class management. Assessing and evaluating student's development. Discussing their progress with parents. Assisting with organizing sport and after school activities.

Teacher of English Language

2008 - 2013

Language Agency | agentura Parole s. r. o. | Chomutov and Ústí nad Labem

Providing teaching and practical training in regular and professional courses in various companies. The scope of my work was the preparation of the content and focus of individual courses and their lessons, providing text and other aids for learning, lecturing, demonstration of practical skills, the implementation of practical training.

EDUCATION

2008 **University of Jan Evangelista Purkyně**
Philology and Teaching English at primary and secondary schools.

2005 **College in Kent**
English as a Second language

OTHERS

2004- 8 Cultural and Study
Stay in Great
Britain.

WILLA BERGSTROM

MEDICAL ASSISTANT

CONTACTS

PHONE : +123 4567 8953

EMAIL : yourmailid@domain.com

123 Full Street Name, Washington
Dc -6458, United States.

COVER LETTER

TO

August 25, 2018

HIRING MANAGER

MR. CHRISTOPHER ANKUNDING

+123 4056 7803, company@domain.com

TO WHOM IT MAY CONCERN

Dear Ms. Smith:

Are you searching for a software engineer with a proven ability to develop high-performance applications and technical innovations? If so, please consider my enclosed resume. Since 2010, I have served as a software engineer for Action Company, where I have been repeatedly recognized for developing innovative solutions for multimillion-dollar, globally deployed software and systems. I am responsible for full lifecycle development of next-generation software, from initial requirement gathering to design, coding, testing, documentation and implementation.

Known for excellent client-facing skills, I have participated in proposals and presentations that have landed six-figure contracts. I also excel in merging business and user needs into high-quality, cost-effective design solutions while keeping within budgetary constraints.

My technical expertise includes cross-platform proficiency (Windows, Unix, Linux and VxWorks); fluency in 13 scripting/programming languages. My experience developing user-friendly solutions on time and on budget would enable me to step into a software engineering role at XYZ Company and hit the ground running. I will follow up with you next week, and you may reach me at (215) 555-5555. I look forward to speaking with you.



Sincerely,

Willa Bergstrom