

1-23-1 Sensei-machi  
Nishi, Osaka, Japan 500-0001  
March 7, 2007

Mr. John Doe  
Director, Dashew International Center  
417 Charles E. Young Drive West  
Los Angeles, CA 90095-1379

Dear Mr. Doe:

I have been working for five years in education and training in both the U.S. and Japan, and so was very excited to learn about the position of Program Coordinator for International Students at UCLA's Dashew International Center through your web site.

I joined The Center for Adult Training and Employment in New York after graduating with honors in Linguistics from Boston University. As Coordinator of Resources and Curriculum, I played a significant role to revitalize the services provided to our diverse annual clientele of nearly 3,000, including negotiating with major companies to initiate the Center's first training and recruitment program.

Having held a long-standing interest in international cultures, I moved to Japan in 2004. As part of the Japanese Exchange and Teaching Program, I have been working as an English teacher at Yamada High School in Japan's third largest city, Osaka. Adjusting to a different culture both professionally and personally has been an invaluable experience, and I have discovered the great impact I can make as a teacher coming from another country. In addition to carrying out lessons, I have taken on the role of increasing the awareness of diversity among our Japanese student body and faculty. I have done this by participating in the revamping of the English program, organizing a local cultural festival, and using creativity in my lessons.

Because the position of Program Coordinator for International Students requires both organizational and creativity skills on the one hand and interpersonal and counseling ability on the other, my background as an educational resources coordinator and overseas teacher should fit with what you are looking for. In addition, my own adjustment to a vastly different country has made me uniquely sensitive to the experiences of those living in a different culture. I am confident that I have both the skills and the personal qualities to be an effective Program Coordinator for International Students. I enclose a resume of my background and qualifications, and hope that I may have the opportunity to meet with you in person.

Sincerely,

Rachel J. Smith

**Rachel J. Smith**

**e-mail: rsmith@email.com**

**racheljsmith@bu-alumni.edu**

*permanent address:*

**125 Walnut Road  
Cherry Hill, NJ 08000  
Tel: (856) 555-0202  
Fax: (856) 555-0203**

*current address:*

**1-23-1 Sensei-machi,  
Nishi-ku, Osaka, Japan  
500-0001  
Tel: +81 (066) 1231-0001**

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**WORK EXPERIENCE**

**August 2004-present JAPANESE EXCHANGE AND TEACHING PROGRAM (JET), English Teacher, Yamada High School**

- Taught English to high school students, worked with native Japanese teacher in team-teaching approach.
- Involved in making lesson plans and exams.
- Assisted in improving the English program.
- Created a web page for the school.

**June 2001-May 2004 Center for Adult Training and Employment, New York Coordinator**

- Responsible for materials and information for adult students.

**EDUCATIONAL EXPERIENCE**

**September 1997-May 2001 BOSTON UNIVERSITY, Boston, MA  
BA in Linguistics**

- Tutored students with learning disabilities
- Worked part time at BU's campus store
- Interned as summer life guard
- Interned at Dean's office
- Earned Mary Cline Scholarship

**ACTIVITIES & SKILLS**

- **Computer: HTML, Microsoft Word, Power Point, Excel**

- **Languages: English, Japanese, Spanish, some French and Chinese (Mandarin)**
- **Play kit drums and Japanese traditional drums**
- **Attended seminar on financial management, offered by Prudential.**
- **Traveled in Asia, Europe.**
- **Enjoy skiing, soccer, hiking, cycling & badminton**
- **Community volunteer**

**Rachel J. Smith**  
e-mail: rsmith@email.com  
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コメント: You only need one email address and phone number.

コメント: You can just list one address and save space for more important information. In most cases, they will likely contact you by email anyway...

**WORK EXPERIENCE**

August 2004-present     **JAPANESE EXCHANGE AND TEACHING PROGRAM (JET), English Teacher, Yamada High School**

- Taught English to high school students, worked with native Japanese teacher in team-teaching approach.
- Involved in making lesson plans and exams.
- Assisted in improving the English program.
- Created a web page for the school.

コメント: How many students? Always try to add numbers wherever possible. Quantify everything.

コメント: Can you add more details here?

June 2001-May 2004     **Center for Adult Training and Employment, New York Coordinator**

- Responsible for materials and information for adult students.

コメント: This seems more like your job description. I suggest writing a job description that includes the basic facts of what you did on a daily basis. I would combine the daily routine duties into a job description and then use the bullet points to really highlight specific new things you did that exceeded everyone's expectations. Accomplishments would be innovations, things you contributed that added value, or ways to distinguish yourself from other people who did the same job. What legacy did you leave behind?

**EDUCATIONAL EXPERIENCE**

September 1997-May 2001     **BOSTON UNIVERSITY, Boston, MA  
BA in Linguistics**

- Tutored students with learning disabilities
- Worked part time at BU's campus store
- Interned as summer life guard
- Interned at Dean's office
- Earned Mary Cline Scholarship

コメント: What was the amount of this scholarship?

**ACTIVITIES & SKILLS**

- Computer: HTML, Microsoft Word, Power Point, Excel
- Languages: English, Japanese, Spanish, some French and Chinese (Mandarin)
- Play kit drums and Japanese traditional drums

コメント: These are no longer unique or impressive.

コメント: Can you specify you levels with these languages?

- **Attended seminar on financial management, offered by Prudential.**
- **Traveled in Asia, Europe.**
- **Enjoy skiing, soccer, hiking, cycling & badminton**
- **Community volunteer**

コメント : This might be relevant to you future goals, but I am not sure why it is impressive.

コメント : Either add specific details or cut this.

## RACHEL J. SMITH

1-23-1 Sensei-machi, Nishi-ku, Osaka, Japan 500-0001  
81 (66) 1231-0001 rsmith@email.com

### EDUCATION

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#### **Boston University**

**Boston, MA**

#### ***Bachelor of Arts, cum laude***

***May 2001***

- Majored in Linguistics; GPA in major: 3.7
- Awarded \$25,000 merit-based Mary Cline Scholarship Award 2000
- Thesis: *Second Language Acquisition of Adolescent Immigrants from Asia*
- Volunteered 4 years as a tutor for bilingual, dyslexic high school students

### PROFESSIONAL EXPERIENCE

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#### **Japanese Exchange & Teaching Program (JET)**

**Osaka, Japan**

#### ***English Teacher, Yamada High School***

***August 2004-present***

Selected to participate as only non-Japanese English teacher at a public senior high school as member of one of Japan's largest cultural exchange programs, run by Japan's Ministry of Foreign Affairs in cooperation with local governments

- Create original English lesson plans & exams & team teach with Japanese peer to deliver 13 lessons per week to freshmen, sophomores, & juniors
- Serve as only non-Japanese member on a 6-person team to evaluate & reorganize English language program; developed new more than 100 new text & audio assets
- Developed & implemented 4 semester-long elective curricula units with themes including American history through drama & song translation (culminating in a published book of students' works), which were selected to become a permanent part of future coursework
- Launched English-version websites for two local high schools utilizing student contributions
- Coached 1<sup>st</sup> place student in Osaka Prefecture in High School English Speech Contest
- Founded all-day international exchange event involving 40 students & 15 teachers
- Improved liaisons with 44 related Japan based embassies, Japanese Ministries, private organizations, & 50 worldwide Alumni Association chapters
- Organize & run a weekly student English club encouraging cross-cultural communication with other countries; initiated & implemented a 100-student pen pal exchange program with a school in Mexico (all students using English as second language)

#### **Center for Adult Training & Employment**

**New York, NY**

#### ***Coordinator, Resources & Curriculum Dept.***

***June 2001-May 2004***

Developed & gathered course materials & resources for continuing education & employment preparation in NY's largest adult training organization, serving annual clientele of nearly 3,000

- Established relationships with local companies & vocational schools to organize Center's first training & recruitment program
- Built library of resources for employment & skills training in technology sector

### ADDITIONAL

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- Languages: proficient in Japanese (Language Proficiency Test Certification - Level III in 2006), business-level Spanish (intermediate reading, writing & advanced speaking skills); conversational French, beginning Mandarin
- Avid traveler: backpacked through Eastern Europe & Southeast Asia; spent three weeks in Siem Reap, Cambodia working with local craftspeople
- Community volunteer: National JET Peer (Teacher) Support Line Volunteer Japan (2005-2006); Habitat for Humanity Global Village Team Member, Thailand (2006)
- Musician: rock drummer in university band; now learning to play Japanese (taiko) drums in an all Japanese group