

# MARIA STEFFENSEN

English Instructor

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Setagaya, Tokyo



## SKILLS

- Global TESOL Certification
- Curriculum Development
- Test Development
- Course Co-Ordinator
- Classroom Management
- Classroom Materials
- Eiken Test Coaching
- Speech Coaching
- Conversation practice & development

December 6th 2024

To Whom It May Concern,

I am excited to apply for a position with your company.

With over eight years of teaching experience in Japan, I have worked with students of all ages, currently serving as a Junior High School teacher and course coordinator in Shibuya. My expertise includes curriculum planning, creating teaching materials, coaching for speaking contests, and preparing students for Eiken exams. I also have six years of experience teaching private and group lessons to adults, focusing on business English and conversational practice. My goal is always to build students' confidence and motivation.

I look forward to the opportunity to contribute to your team and discuss how my skills align with your needs.

Sincerely,

*Maria Steffensen*  
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