**Gama Language Institute**

English Teacher Recruitment

There is an important document that you must send to Gama to be considered for the job, first a cover letter, and second your resume. These will be in one document attached to one another, either in Office Word format, or PDF.

***Cover letter:***

* A letter to the director of studies, involving a short summary of your background, at least a paragraph about your education and work skills and a paragraph about why you think you would be suitable for the job.
* You should use Arial font, size 12 for the letter and your resume.

Please bear in mind the following:

* Your Education and Experience on your resume must be written in reverse chronological order, from the newest to the oldest stating the dates related.
* The parts that are in bold must remain in bold face.

***Resume:***

**Name**

**Address**

**Phone Number**

**Email**

**OBJECTIVE**

**EDUCATION**

**EXPERIENCE**

**SPECIAL SKILLS**