



SUBMIT

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Rachel Scott

TEACHER

Summary

Adaptable professional with 5 Years of experience and proven knowledge of classroom management, course design and curriculum development. An enthusiastic educator who understands for students to gain physical skills and confidence for their all-round education to succeed. Looking to contribute my knowledge and skills in an institution that offers a genuine opportunity for career progression.

Experience

HIGH SCHOOL TEACHER

A Rise Global School - Tampa, Florida Jan 2019 - Sep 2019
• Effectively taught chemistry to 12th class students and maintained interest enabling students significantly hone learning skills.
• Guided and counseled students with adjustment or academic problems, or special academic interests.

MIDDLE SCHOOL TEACHER

Glendale International School - LA, California Oct 2012 - Feb 2019
• Taught 8th and 10th-grade science classes
• Motivated the students in science and technology-related experiments.
• Participated in preparation of school annual curriculum.
• Conducted the meet with parents to discuss students learning and school conduct

Education

Masters in Science (Chemistry)
University of Cincinnati - Cincinnati, Ohio Oct 2016 - Nov 2018
Specialization in Organic Chemistry

B.Sc (Botany, Zoology, Chemistry)
California State University - LA, California Oct 2014 - Aug 2016

Projects

School Science Fair 2019

Chef In-Charge
• Planned and Implemented the School Science Fair
• Motivated the Student in participating in the program
• Included in Pannel of Judges to select best science experiment

Contact

rachel.sct@gmail.com
1-202-555-0114
Philadelphia, Pennsylvania

Skills

- Creativity
- Schedule Management
- Effective Communication
- Leadership
- Handling Pressure
- Motivation Speaker

Languages

English	■ ■ ■ ■ ■
French	■ ■ ■ ■ ■
German	■ ■ ■ ■ ■
Spanish	■ ■ ■ ■ ■

Awards

Honored as Teacher of the Year
Glendale School

Sample Rejection Letter

Your Name
Your Street Address
City, State, Zip Code
Phone Number

Date

Mr./Ms./Mrs. Name of Contact Position
Title
Company Name
Company's Address
City, State, Zip Code

Dear M., last name of contact person:

First Paragraph: Thank the contact for the offer letter, mentioning the date of the letter. Tell the employer that you must, unfortunately, decline the offer.

Second Paragraph: Let the employer know what impressed you about his/her organization. Be positive. Show your appreciation for their time and consideration and that your decision came after careful analysis of your current options and long term goals.

Third Paragraph: Do not burn any bridges. Close gracefully.

Sincerely,

Your Name typed under your signature



State
Department of the United States
Embassy

Dear Mr or Madam,
Please be advised that the above is a registered and paid for official communication of the United States Department of State. It is not a solicitation for any goods or services. It is not a request for any information. It is not a request for any money. It is not a request for any other thing. It is not a request for any other thing. It is not a request for any other thing.

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