Angazetu.com,

P.O.BOX ----------

MANYONI

2/2/2018

THE SCHOOL DIRECTOR,

Aman Girls secondary school

P.O.BOX .....

MANYONI

RE: **REQUESTING FOR TEACHING .....and.....**:

Refers to the heading above, I am a graduate from the university of ..... (), pursued Bachelor of Education in Guidance and Counseling (). Kindly I am highly looking for the above post to work as .....and .....Teacher at your institution since I have **two years (2) of** experiences while teaching as a Professional Teacher and Experienced Competent Counselor in the field of Psychology

I will also assist to teacher other related subjects like
(.....)

I have attached my academic documents and Curriculum Vitae (C.V) to verify my academic competent and working experiences as both Professional Teacher and Experienced Counselor.

I will be happy if my request will be considered positively for the sake of fulfilling institutions requirements and academic excellent

Yours Sincerely

Sahihi……

Jina……..

Contacts: +255756……52 and +255629……21

CURRICULUM VITAE {C.V}:

1. PERSONAL PARTICULARS:

Names :…….
Sex : ……..
Date of birth : ……
Marital status : …….
Place of birth : …….
Nationality : …….
Mobile Phone : **……**
Religion : …….
Email : ……
Permanent Address**:…….**

2. ACADEMIC QUALIFICATIONS:

SCHOOL/COLLEGE	PLACE	YEAR	AWARDS
THE UNIVERSITY OF…..		2012 – 2015	BACHELOR OF EDUCATION IN GUIDENCE AND COUNSELING (BED-GUCO)
…… HIGH SCHOOL		2009 -2011	ADVANCED CERTIFICATE OF SECONDARY EDUCATION EXAMINATION
……SECONDARY SCHOOL		2003 – 2006	CERTIFICATE OF SECONDARY EDUCATION EXAMINATION
…… PRIMARY SCHOOL		1996 – 2002	LIVING CERTIFICATE OF PRIMARY EDUCATION

3: RESPONSIBILITIES AND WORKING EXPERIENCES:

YEAR	INSTITUTIONS	POSTION HELD

May 2016-Up to 2017	**Amenity Charity Organizations (ANCO)**	-Volunteer Social Work Officer -Facilitator of Business Skills -Counselor of Vulnerable Children and Single Parents
March 2016-May 2016	**Mpwapwa Teacher's College**	Teacher and Counselor to facilitate Counseling Programs about Psychological Problems, teaching Education Psychology and Research (REM)
January -march 2016	**Kasulu Teacher's Collegesand Secondary School**	-College Counselor, Teacher of Commerce and Geography
August-October 2015	**Mwenge secondary School**	-Teaching Geography and Economics
July –October 2014	**Mkwese Secondary School**	-Teaching Basic Mathematics and Geography during field
July-October 2013	**Kasulu Secondary School (TAPA)**	-Teaching Economics and Geography at A level and Basic mathematics in form Three
January2013-August 2015	**University of Dodoma (UDOM)**	Work as Counselor to reduce HIV/AIDS transmission to the College students
June 2012-October 2012	**Newman High School**	TeachingGeography and Economics
March 2011-May 2012	**St.MathiasMulumba Sec.School**	-Work as Store keeper, -Teacher and School Counselor about Students and Teacher -Teacher of Basic Mathematics

4: Skills and professional competences

(i) Computer Skills:

-Microsoft Offices (**Word, Excel, SPSS, Internet, email and Outlook**)

- Power Point Presentation, Internet Application and Data Analysis Software (SPSS)

-Window Installation, Repair and Maintenance.

(ii) OTHER SKILLS: Communication skills :(**Swahili, English, Kirundi and KIHA)**

-Child care and protection skills (**Psychotherapy and Early Childhood Education)**

-Two years (2) experiences inteaching (**PSYCHOLOGY, HISTORY, GUIDANCE AND COUNSELING, EARLY CHILDHOOD EDUCATION (ECE), CIVICSGEOGRAPHY, BASIC MATHEMATICS, COMPUTER (ICT) and ENVIRONMENTAL EDUCATION from different educational institutions and organization deals with Refugees and society in General**

5: REFEREES

1. (Name……..,) Executive Director, Amenity Charity Organization (ANCO) P.O. Box 244, Kasulu -Kigoma, Phone…….. Email :…….	**2. (Name……)** The School Manager, ……, P.O.Box 49, …….. Phone: ……. Email : …….

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Readmore

[1] *visit angazetu.com for more information*