

Jorge Humberto Ortiz

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November 6, 2018

Dr. Katherine Durham Oldmixon

Director

HT Writers' Studio Coordinator

J-M 103 Huston-Tillotson University, 900 Chicon St, Austin, TX 78702

Dear Dr. Oldmixon,

I am contacting you regarding the Writers' Studio Coordinator position. Enclosed with this letter of application, you will find my resume, unofficial transcript, and teaching philosophy.

I will be completing my MA in English in December 2019 and have a concentrated focus in writing. My background in creative writing, along with other academic courses, gives me the experience to pinpoint student writing strengths and weaknesses. I have spent my graduate years aiding fellow graduate students by providing feedback on their writing. The academic courses have also extended my knowledge of writing, and have therefore made my own writing more effective. I believe this experience has allowed me to see how best to help others improve their writing and editing skills. I have learned to shift my approach with each student that has sought my assistance.

Furthermore, my experience working at The Neurobehavioral Clinic has provided me with experience in customer service, training fellow coworkers in new job procedures, and assisting others in areas that are unfamiliar to them. A major part of my current position is teaching patient at the clinic how to take certain psychological and neuropsychological assessments. Though I do not have any formal teaching in writing, I have three years of experience teaching people procedures for each assessment, for they all have different instructions. This job has allowed me to shape my teaching to meet the needs of each individual in a way to facilitate their learning and ensure they give their optimal performance. I deal with a diverse population with varying levels of education and cognitive performance abilities which forces me to be aware of my teaching style and shape it whenever necessary to meet their needs.

I can be reached anytime via email at jorgeortizedits@gmail.com or by cellphone, (409) 344-1931.

Thank you for your time and consideration. I look forward to hearing from you about the potential employment opportunity.

Best Regards,

Jorge Ortiz