

Maya Khalil

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Dear whom it concerns,

I would like apply for a job as an “**Arabic Professor**” at **University of Tripoli**, as I am someone who can work independently, is reliable and is passionate about community building. I adapt quickly to new environments and take great interest in coming up with new project proposals, especially when related to Arabic language. Furthermore, I have previous professional experience in teaching Arabic for Non–native–speakers for students from all over the world, for more than 8 years, and am soon to reach a working proficiency in English.

In the year 2016, I began my journey in teaching, and expanding my skills and experience, I was always looking for topics that would interest my students and attract them, which I feel is the most important part of me. Every time something new, it opens new horizons for me and pushes me to move towards my goal.

After a year of working, I received the position of “Arabic Language Coordinator”. I was the general supervisor of the teachers and students in our center in Lebanon as well as in France, and I tried hard to give my language its due. I have prepared the Curriculum and the annual program that will allow the students to develop and progress as they should step by step, in addition to teacher training to enhance teaching and learning.

Now that I have obtained my PhD, I am self–employed in my own company “**Arabic studies institute**”, teaching the language to non–Arabs students of all levels, personally in Lebanon, and Online through the Zoom application. I use my lessons according to the student's level and interests. I have also finished my book “Abjad” level 1 (Beginners), MSA and Dialect, and I almost finish the book “Hawwaz” level 2 (A1.1–A1.2), and I will continue to complete the curriculum for teaching Arabic for foreigners: Standard and Dialect.

I feel fortunate that I am a specialist in this language, and that I teach it to people from different places and cultures, with whom I delve into its secrets and eloquence. Through it they learn about my culture, and from my culture They learn my language. I believe that I have a great message for the world, and I believe that teaching is a big responsibility, but at the same time, it is the most enjoyable profession.

I would be honored to join **University of Tripoli**, which would allow me to further enhance my skillset, as well as to gain deeper knowledge in teaching.

I am confident that my excellent inter–personal skills, creativity, analytical thinking, and knowledge of English would be an asset to the mission. I am a motivated, driven, and sincere individual who would be proud to continue teaching worldwide in the years.

I thank you for the time you have taken to review my application. I would be very grateful for an opportunity to further discuss how my skills and commitment could serve **University of Tripoli**.

Sincerely,

Maya Khalil.