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Mag. Nina Miklavc
Stellvertretende Studiengangsleiterin LOGT
Fachhochschule des bfi Wien Ges.m.b.H.
Wohlmutterstraße 22
1020 Wien

RE: English Lecturer Position at FH Wien

Dear Ms. Miklavc:

Konrad Röthel, one of your former students, gave me your name and suggested I write to you about the possibility of working as an English language instructor at the FH during the summer semester. I have attached a copy of my resume (CV) to this letter summarizing my background and experience.

I was born in Buffalo New York and received my Bachelors degree in Civil Engineering from Rensselaer Polytechnic Institute. Following my graduation I worked for three years as a Management Trainee for the Bethlehem Steel Corporation. In 1983, I received a Master of Science degree in Transportation from Northeastern University in Boston. From 1983 to 1987 I attended the University of California at Berkeley; I received a Master of Engineering degree and a Master of City and Regional Planning degree from UC Berkeley in 1987. I worked in a variety of private sector and government transport planning and management positions in the San Francisco Bay Area, ultimately serving as Executive Director of the San Francisco County Transport Authority where I was responsible for long range transport planning and financing. In 2001 I moved to Zurich where I worked as a researcher at the Swiss Federal Institute of Technology. In 2007 I moved to Vienna and currently work as a consultant providing clients with transport planning and management strategies.

I am very interested in the position of English lecturer at the FH because I have heard that your students are very intelligent and motivated. Konrad tells me that your students are much smarter than the staff. As you can see from my resume, I have written and edited many English language publications in the field of transport planning, this experience would be very relevant as an English teacher. I also have extensive experience in communications including developing websites, preparing newsletters and making presentations, these skills will also help me prepare interesting and provocative lessons. Finally, as a native English speaker, I will provide good comprehension practice for your students.

Thank you for your consideration, please contact me if you have questions or require any further information.

Sincerely,
Andrew Nash