Dear Professor Whitehead,

This is Park Sohee from Hankuk University of Foreign Studies (ID:100948309)

I am writing to ask if you would be willing to write a letter of reference for me as I am currently applying for the MA TESOL program at the University of Oxford. I have decided to apply for this academic opportunity because I am really excited about pursuing further knowledge and skills in this field and I feel the MA TESOL program at the University of Oxford fits both my personal interests and needs.

As you may recall, I have taken courses with you: Teacher Education, Research Methods, and, ELT material development. Each class, I earned A+ in Teacher Education, A+ in Research Methods, and A+ in ELT material development class.

Currently, my GPA is 4.50.

I believe that through our conversations and my participation in your courses you're aware that I am a dedicated student with a passion for English language teaching and materials development. I will complete my M.A degree in ELT in June of this year and have also gathered extensive experience in teaching young learners by teaching part time at a private English institute for over 4 years.

The application deadline for program is not exact as I need to send a general application and apostilled documents first. However, once I have submitted the documents (which should be at the end of the month), the school will contact you to fill in an online form which you can upload a .pdf copy of the reference letter.

Thank you in advance for your time, and consideration. I also wanted to extend an additional thank you for the time I spent under your instruction. I really enjoyed your courses, and I can't express how much I've taken away from them.

I have attached my resume as well as other information regarding the letter of reference instructions from the University of Oxford.

If you require any further information I would be happy to provide it.

Sincerely,

Park Sohee