Fax Cover Sheet

To

WL Western

Name:

Phone Number:
(248) 956-4405
(248) 956-4504

Urgent
For Review
Please Comment
Please Reply

From

Susan Bae

Phone: 248-668-6980
Fax: 248-668-6981
E-mail: susanbae@lkumon.com

Date: 2-14-12
Number of pages including cover sheet: 3

Message:

NHS
Calc. Teachers
Guidance Counselors
February 7, 2012

To Whom It May Concern:

Kumon is an after-school learning program designed to help children master the basics of math and reading. The program works with students to build confidence, develop concentration and establish a daily study routine. With Kumon, children sharpen their academic skills by practicing them until they become second nature-just as they do in sports or the arts.

I own and run two Kumon centers, one located in Walled Lake and one in Bloomfield Hills and I am currently looking for staff. The type of person that we are looking for is a good student and comfortable with advanced math and/or reading. The ideal Kumon assistant also has experience working with children from pre-school up to high school, although most of our students are elementary school age. Most of my students look up to my staff as role models, so I like to try and find staff that fits that mold.

Kumon offers about 6.5 hours per week as an afternoon job. Recently, I am offering Saturday classes for our students at our Walled Lake location so that center will offer about 10 hours/week. It is a great first job for a high school student or a perfect part time job for a college student.

I would greatly appreciate it if you would post the job listing somewhere in your office. I would be very happy to speak to anyone regarding the position if there were further questions or concerns before doing so.

Thank you so much for your time.

Respectfully,

Susan C. Bae
West Maple & Walled Lake Kumon Math & Reading Centers
susanbae@ikumon.com
(248) 668-6980
KUMON

Math & Reading Center

Walled Lake Kumon Center
49030 Pontiac Trail, Suite 300
Wixom, MI 48393

Fall Hours:
Tuesday 3:45pm-7:30pm
Saturday 8:45am-1pm

Work schedule follows Walled Lake Consolidated Schools Vacation schedule

Needed: Students in high math and reading levels, who are responsible and will work well with children of all ages.

If you are interested please contact Mrs. Susan Bae

(248) 668-6980
Or
E-mail your resume to susanbae@ikumon.com