

ISRAT JAHAN

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Israt Jahan

2 No. Kachari Golli, Nitaiganj,
Narayanganj Sadar, Narayanganj – 1400

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✉ isratjahaan2101@gmail.com

Subject: Application for the Position of Peer Leader

Dear Hiring Manager,

I am writing to express my interest in the Peer Leader position. With my experience as a home tutor and live presenter, I have developed strong communication, leadership, and mentoring skills that align perfectly with this role.

As a tutor, I guided students with patience and motivation, helping them gain confidence and improve their performance. My work as a live presenter also strengthened my public speaking, teamwork, and audience engagement abilities. I enjoy connecting with people, encouraging others, and creating a positive and supportive environment — qualities I believe are essential for a successful Peer Leader.

I am confident that my dedication, responsibility, and enthusiasm will allow me to contribute effectively to your team. I would be honored to bring my skills and positive attitude to this role.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute as a Peer Leader.

Warm regards,
Israt Jahan



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Narayanganj



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Skills

Leadership and Mentorship, Strong
Verbal & Written
Communication, Confidence in Public
Speaking

Motivation and Team Guidance,
Problem Solving & Conflict
Resolution, Active Listening and
Empathy, Decision-Making and
Responsibility

Time Management and Task
Planning, Content Preparation and
Presentation, Audience/Student
Engagement, Adaptability in New
Environments

Goal Setting and Achievement, Online
Presentation (Facebook Live /
YouTube), Social Media

Communication, Camera Confidence
& On-Screen Communication

Interests

Reading books

Personal growth and self-
improvement

Improving English communication

Languages

Bengali: Native proficiency

Objective

To obtain a Peer Leader position where I can use my communication, leadership and mentoring skills to inspire others, support teamwork, and contribute to a positive learning environment.

Experience

Home	2017 - 2025
Tutor	(present)
Still working as a home tutor.	
Genius Tutorial Home, Narayanganj	2021 - 2022
Teacher	
I was a teacher in Genius Tutorial Home, Namapara, Kaderia Nagar, Narayanganj. I was responsible for the students who was in Class Nursery - Class 2. Besides, I have 7+ years home tutoring experience (Grades 1-10)	
Oitijjo Niketon (Facebook page)	-
Live presenter	
Still working with this page for live presentation (weekly 1 day)	
Stylemax (Facebook page)	-
Live presenter	
Still working as a live presenter (weekly 1 day)	

Education

Govt. Tolaram College, Narayanganj	2019
HSC	
3.67 (Commerce)	
Adarsha Girls' High School, Narayanganj	2017
SSC	
4.41 (Commerce)	

Achievements & Awards

Academic English Grammar Certificate (from 10 minute school)
Corporate Etiquette Certificate (from 10 minute school)
English For Everyday Certificate (from 10 minute school)

English: Intermediate (Good command over speaking, writing, and understanding English; Duolingo Practice Test Score: 110–115)

English Grammar Fundamental Certificate (from 10 minute school)

✦ Activities

- Home tutoring students from different levels (Class 1–10)
- Conducted group study sessions at coaching center
- Participated in online English learning programs
- Guided weak students to improve their results
- Helped students prepare for exams and assignments
- Volunteered to help junior learners with English and Grammar basics

+ Additional Information

Successfully managed and guided students of different ages as a home tutor.

Experienced in live presenting and handling audience communication.

Confident, punctual, and responsible in completing assigned tasks.

Comfortable working in both group and individual settings.

Passionate about helping others grow and develop new skills.

Adaptable to new challenges and quick learner.

Fluent in Bengali and English (spoken and written).

Strong sense of empathy and patience while dealing with others.