



## Letter of Employment

Glen Clifford was employed by Universal English on an appointment basis, commencing on August 13, 2007 and finishing on March 27, 2008.

Universal is a language consulting company that focuses on helping companies and individuals to achieve their language needs for business and/or personal development.

Some of Glen's clients included:

- An executive from one of Taipei's leading hospitals who had been appointed a position to promote Taiwan as a destination for medical tourism (Teaching task: to provide training in presentation skills).
- Personal Assistant's (P.A's) from a leading international jewellery company (Teaching task: language for email and voice accent training).
- A banking corporation I.T manager, who aimed to secure a new position with an international credit card company (Teaching task: self-introduction, interview skills and self-promotion).
- A Vice President of banking systems, who needed to learn how to write complex proposals and reports in a manner acceptable to native English readers (Teaching task: proposal and report writing).

Glen has proven to be a strong willed, independent thinker. He likes to consult carefully with clients in order to customise programs that achieve desired results.

Glen left on good terms with Universal, as we were unable to offer an appropriate range of working hours that would match his current visa requirements.

Yours sincerely,



臺北市私立寰語文理技藝短期補習班