



TEFL
Training College

Internationally Accredited
TEFL / TESOL Courses



COVER LETTER

Header: Your Name here

Street
City
State/Province
Country

Email
Phone/fax
Cell
Date

Director
School
Street
City, Country

Have your name and contact info on everything you submit. Make is easy for recruiter to contact you.

Dear Director,

Say who you are and what you want up front.

I am interested in a teaching position at one of your schools starting in September. I am a certified teacher of English from Canada. English is my mother tongue.

Make sure your citizenship, TEFL qualifications and degrees are included.

I would appreciate it if you let me know about possible openings and application requirements.

Do not abbreviate anything: write University of Texas, not UT; British Columbia, not BC; etc.

My qualifications include a BA degree in Psychology and Religion and the Certificate of Educational Studies in TESOL (150 hrs.).

I have 10 months of teaching experience as an English tutor at the Academic Support Center in Vancouver, British Columbia, Canada.

Let the recruiter know you are aware of the cultural differences. You can mention books, travel guides but not Hollywood movies!

I have been to <country> before and I liked its culture and people. I have also read several books about your country <titles> and I enjoy <country> food.

I plan to spend at least a year in <country> as a teacher of English.

Assure the school that you look for a long-term position.

I am looking for a full-time position but I would also consider part-time work. I am flexible about the school location and I can teach both children and adults.

Leave all doors open to maximize your results. You can negotiate the details later.

I would be thankful to find out more about your schools; please feel free to contact me with any questions.

Do not put any pressure on the recruiter.

Sincerely,

Never write, "Please write back as soon as possible" or "I am looking forward to your prompt reply."

<name>

PS. In case you do not expect any vacancies I would appreciate it if you point me to other schools in your area.

Use PostScript: they always read it. Ask for leads!