

TEFL Cover Letter Template

[Your Name]

Phone: +[Your Phone Number] | Email: [Your Email] | Location: [Your City, Country]

[Date]

Re: [Job Title] Application

Dear [Hiring Manager's Name],

Opening Paragraph:

- State the position you are applying for and the institution's name.
- Express enthusiasm for the role.
- Briefly introduce your TEFL qualification and teaching experience.

Second Paragraph:

- Summarize your teaching experience, including number of years, age groups taught, and any specialties (e.g., exam prep, business English, young learners).
- Highlight your teaching style (e.g., student-centered, communicative approach, technology integration).

Third Paragraph:

- Showcase your adaptability and ability to work in diverse cultural settings.
- Mention relevant skills (e.g., classroom management, online teaching, lesson planning, use of digital tools).
- Briefly discuss any additional certifications, qualifications, or relevant experience.

Closing Paragraph:

- Express your enthusiasm for contributing to the institution.
- Invite the employer to review your CV and consider you for an interview.
- Thank them for their time and consideration.

Sincerely,

[Your Name]