

Top Tips for Writing a Strong TEFL Cover Letter

1. **Tailor It to the Job** – Customize your cover letter for each position, mentioning the school's name and specific job requirements.
2. **Start with a Strong Opening** – Express enthusiasm for the position and briefly introduce your key qualifications.
3. **Highlight Your TEFL Certification** – Clearly mention your TEFL qualification and any additional teaching credentials.
4. **Emphasize Teaching Experience** – Include details of past teaching roles, specifying age groups, class sizes, and types of learners (e.g., young learners, business English).
5. **Show Adaptability & Cultural Awareness** – If applying abroad, highlight your ability to adapt to different cultures and educational systems.
6. **Demonstrate Student-Centered Teaching** – Explain your teaching style, focusing on engagement, communicative methods, and real-world language application.
7. **Mention Technical Skills** – Note experience with online teaching platforms, interactive tools, or blended learning methods if relevant.
8. **Keep It Concise & Professional** – Aim for one page, using clear, direct language and avoiding unnecessary details.
9. **Express Enthusiasm & Commitment** – Show genuine interest in the role and the institution's mission.
10. **End with a Strong Call to Action** – Politely request an interview and express eagerness to discuss how you can contribute to the school.