# 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]