

Name Name

Phone: +XXXXXXXXXXXX | **Email:** XXXXXXXXXX | **Location:** XXXXXXXXXX

[Date]

Dear [Hiring Manager's Name],

Re: TEFL Teaching Position

I am writing to express my keen interest in the **[TEFL Teaching Position]** at **[School/Institution Name]**. As a South African educator with a TEFL certification and a passion for English language instruction, I am eager to bring my skills and enthusiasm to your academic team.

With **[X]** years of teaching experience, I have had the privilege of working with diverse student populations, ranging from young learners to adults, in both classroom and online settings. My background includes designing engaging lesson plans, integrating interactive technology, and adapting materials to suit different learning styles. Coming from a multicultural country, I understand the importance of inclusivity and fostering an environment where students feel motivated and confident in their language acquisition journey.

Beyond delivering high-quality lessons, I am dedicated to student-centered learning, using communicative teaching methods to help learners develop practical English skills. Whether preparing students for exams, improving their conversational fluency, or refining their academic writing, I am committed to supporting their goals while maintaining a dynamic and engaging classroom atmosphere.

I am eager to bring my expertise and enthusiasm to **[School/Institution Name]** and would welcome the opportunity to discuss how my skills align with your institution's needs. Please find my CV attached for your review. I look forward to the possibility of joining your team.

Sincerely,

[Your Name]