

COVER LETTER

Keep your cover letter plain and simple and to the point. Your life story in a cover letter is not a particularly good idea, just cover the points. Keep in mind that the person reading your letter may not be highly fluent in English.

The main points to cover are:

- Why you are writing
- Where you saw the advert
- Who you are and what you can offer
- Why you want this particular job
- Ask them to consider your application

EXAMPLE:

Dear Mr Chen,

I am writing to apply for the position of EFL teacher at "China English Language School" which you advertised on the Teflen Job Board on the 14th January, 2013.

Last year I graduated from the University of New South Wales with a degree in English. Following this I took and completed my 120 hour Advanced TEFL/ TESOL Certificate from Teflen Training College. During that time I was also volunteering for AMES at a local community centre teaching English to new arrivals - a job I thoroughly enjoyed!

I have longed to come to China and teach English (I'm starting to learn Mandarin) and I would appreciate it very much if you would consider me for the position of EFL teacher in your school, I have a true passion for language education.

I would be honored to work for your school. Mr Chen, please see my attached resume and if you have any questions please do not hesitate to contact me. Thank you in advance for your consideration.

Sincerely,

Jill Campbell.