

Application Email Template

Recruiters skim. A clear subject line and a short, specific body get far more replies than a long message.

Subject: Application for [position] — [your name], [certification], available [date]

Dear [name],

I would like to apply for the [position] role at [school]. My CV is attached.

I am a [certification]-qualified English teacher with [X] years of experience teaching [age group]. In my last role I [one short achievement]. I am available to start [date] and can interview at your convenience.

Thank you for your consideration. I look forward to hearing from you.

Best regards,

[Your name] · [Phone] · [Email]

BEFORE YOU HIT SEND

- ☐ Attach your CV as a PDF named FirstName_LastName_CV.pdf
- ☐ Use the school's name and the exact job title
- ☐ Send from a professional email address
- ☐ Add your ESL WAVE profile link if you have one
- ☐ Check the hiring manager's name and spelling

FOLLOW-UP WORDING

- ☐ Wait 5–7 days before following up
- ☐ Reply in the same email thread
- ☐ Keep the follow-up to two sentences
- ☐ Re-state your availability and thank them again

EXAMPLE FOLLOW-UP

Hi [name], I wanted to follow up on my application for the [position] role. I'm still very interested and available from [date] — thank you for your time.