

Cover Letter Template

Copy this structure and replace every [bracket] with your own details. Keep it to one page and always name the school.

[Your name]

[Email] · [Phone] · [City, Country]

[Date]

[Hiring manager name]

[School / academy name]

Dear [Hiring manager],

I am writing to apply for the [position] role at [school]. With [X] years of experience teaching [age group / level] and a [TEFL / TESOL / CELTA], I would love to bring [your key strength] to your students.

In my most recent role at [previous school], I [key achievement with a number, e.g. raised speaking confidence across a class of 30]. My lessons are active, visual and built around real communication, and I keep routines clear so every student knows what to expect.

I am drawn to [school] because [specific reason]. I would be glad to contribute to [goal]. I am available to start [date] and happy to discuss how I can help.

Thank you for your time and consideration.

Sincerely,

[Your name]

BEFORE YOU SEND IT

- ☐ Name the school and the exact role
 - ☐ Add one quantified achievement
 - ☐ Mention your certification and hours
 - ☐ State your availability clearly
 - ☐ Proofread out loud once
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STRONG LINES TO BORROW

"My students consistently [result], and I would love to bring that to [school]."

"I am especially drawn to your [program / age group / teaching approach]."

"I am available to start [date] and happy to interview at a time that suits you."

AVOID

- ☐ Repeating your CV line by line
 - ☐ Generic openings like "To whom it may concern"
 - ☐ Long paragraphs — three or four short ones is ideal
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