

# Cover letter template

Dear Sir/Madam,

I am writing to express my interest in the Teaching positions you have available in Beijing. I am a United Kingdom national with a Masters Degree in Chinese studies from the University of London. I have a 120-hour online TEFL qualification plus a 20 hour practical qualification which took place face-to-face. To gain this qualification I completed a 60-minute lesson plan, explaining my reasoning and the materials I would use. During the intensive face-to-face training, I gained experience planning lessons, designing materials and delivering lessons to a large group.

Whilst studying, I volunteered to help high school age children prepare for their end of year exams. I was responsible for planning lessons according to the UK curriculum, developing the necessary materials and reporting back on progress to the management team. This experience gave me the opportunity to plan effectively and to think strategically about how materials can be used to help students grasp new concepts.

Furthermore, on two occasions I have volunteered in Cambodia and Chile. In Cambodia, I led workshops to explain to villagers about sustainable crop fertilisation methods. I also designed activities, such as mapping exercises and drawing, to help the team overcome the language barrier when trying to understand villagers' access to information. In Chile, I volunteered in a local nursery to support young children with their early learning. I taught Maths and English at the charity's after-school club and implemented an arts and crafts station for children to make decorations using recycled materials.

In this position as an EFL Teacher, I would seek to use my skills and experience to support students to reach their highest potential. I could use my research skills to develop effective materials for students and my written and verbal communication skills to convey messages in a simple way. My undergraduate and postgraduate degrees demonstrate my commitment to international development, of which I feel good English language skills play a key role. Having read the job description, I know this would be a role in which I would flourish and could contribute significantly.

Yours faithfully,

NAME