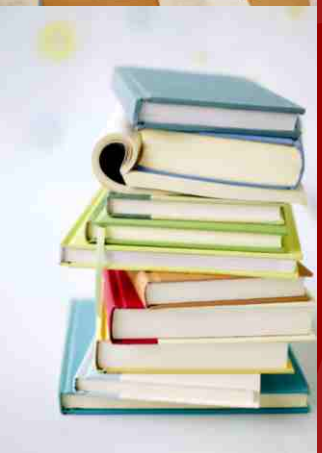

Supplementary Unit

Job applications crib sheet

International TEFL and TESOL Training©
Where the world is your classroom

Supplementary Unit

Job applications crib sheet

1. Write an introductory cover email for the area you want to work, and save it, giving it a file name you can remember and find later.
2. Open a new MS Word (or any other word processor) document, and save it as “Jobs email addresses – [date]” or something similar.
3. Do a search for the area in which you want to work, using Google or any TEFL jobs site for the area you want.
4. Once you have found a vacancy that interests you, copy the email address (by right-clicking) and paste it into the Word document you created.
5. Type a comma, then a space. DON'T HIT “ENTER”.
6. Keep on doing this until you've amassed a suitably impressive list of email addresses of contacts for current vacancies – there really isn't a limit to the number you can select. Save frequently, just in case.
7. Open your email account.
8. In the “To” field, type your own email address.
9. In the title field, enter “TEFL Vacancy” or something similar.
10. Copy all the email addresses from the document you created earlier.
11. Ignore the “CC” field, but in the “BCC” field, paste in the email addresses that should appear now. Double-check that all the email addresses have indeed appeared. If you didn't press “Enter” in the “Jobs email addresses – [date]” document, they should all be there now. Double-check that they are indeed in the “BCC” field, and not “CC”. This is very important, as nobody in the BCC list can see any of the other email addresses, and you're keeping the fact from them that you're writing to more than one school here.
12. Copy and paste the contents of the cover email text into the main body of the email.
13. Attach your CV, and check that it's attached.
14. Double-check everything, as you'll look a bit daft if you've made a mistake with any of the above. For example, if you put the email addresses in the “CC” box, you'll tell everyone on the list that you're writing to all the others too.
15. Click “send”. Wait a minute, and check your inbox.
16. Go through the procedure of opening the email and attachment. If it looks OK to you now, then it should have been received by the schools in the same format.
17. Wait for the responses and subsequent job offers!

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