

Reis **AFRIKAANS**

Teach in Dynamic and Diverse China.

COVER LETTER GUIDE.

We advise that you make use of the following basic structure in writing your cover letter / personal essay. To receive an example of an existing cover letter, kindly ask.

(Your Postal Address)
(Where you are from)

Date:

Cover Letter (Personal Essay)

A cover letter is used to introduce you to a potential employer. Be yourself and show schools which parts of you make you an excellent option to be teaching at their school! To help you, you can make use of the guideline below.

Paragraph 1: Tell the reader about your upbringing and background. If possible, include information about your parents and family and their involvement as role models in your life.

Paragraph 2: More about yourself: your hobbies, interests, university background etcetera.

Paragraph 3: Include other interests, attributes and experiences which may be helpful in making you a good teacher.

Paragraph 4: Tell the reader more about your teaching philosophy and why you want to teach English in China.

Conclusion: 2 or 3 sentences.

Regards: (your name) _____

PHOTO GUIDE.

A full length as well as headshot photo is required. These photos are of incredible importance, because it will create a first impression. In China being neat and presentable is very important, as with most countries and cultures.

When taking your photos, use the following guidelines.

- High quality (pixels) photos are important. Please look friendly – smile! Phone camera's these days are of high quality, meaning photos taken on these devices should suffice. As an alternative, you can also consider making use of a studio photographer.
- Dress formally / professionally and make sure of good light. Ladies, basic and neat make-up is recommended. Men, please be clean shaven.

VIDEO GUIDE.

This video is basically 'n short retelling of what you have already shared in your cover letter. The purpose is for potential employers to get a better feel of you as a person, as well as to hear you speaking English. Once again, there is no reason to panic. Be enthusiastic and smile! Tell the viewer why you want to come teach in China and elaborate on your teaching philosophy. Remember to speak slowly and clearly.

- Take the video against a neutral background and with natural light. A webcam is more than sufficient and often works best.
- Sit still and keep your head level, especially if you are using a Webcam.
- Dress formally / professionally and make sure of good light. Ladies, basic and neat make-up is recommended. Men, please be clean shaven.
- Upload the video to YouTube as an unlisted upload. Unlisted means that only persons with the video link will be able to view it, in other words the video is not public. Should you require help in uploading an unlisted video, please don't hesitate to ask us. When your video is ready, please send us **only** the link. To receive example video's, kindly request.