

All candidates applying for a post as an English Teacher in South Korea are obliged to submit at least two Original Character Reference Letters authored & signed by hand from two different people they have worked for or studied under. Handwritten letters are not accepted.

7 Key Points for your two Reference Letters

- While you will initially email a scan of the hand signed letter you must send in the **original hand signed letter** with your final application.
- Letters from professors, lecturers, line managers, company managers or head coaches you have been employed by are accepted.
- Letters from work colleagues, your high school or private families you have au-paired for are not accepted.
- If you have done teaching practs. as part of a B.Ed or post grad. degree a letter from the school's Principal and/or HOD is very strong.
- If you have been employed as a teacher a letter from the school's Principal and/or HOD is very strong.
- More than one letter from the same university, school or company can be submitted provided they are written by different persons.
- Letters from churches or clubs & your TEFL/TESOL school can be accepted as a last resort but are not really ideal.

1. Official Letterhead

The letter has to be on an official letterhead. If a letterhead is not available an official business card must be stapled to the letter.

2. Date

The letter must be dated and the date may not be older than 2 years even if your relationship with person is further back.

3. Candidate's Full Name

The letter must start by specifically naming the applicant using their **full legal name** as it appears on their **passport**.

4. Relationship

The author must clearly explain the nature of their relationship to the applicant as either their professor, lecturer, Head Of Department, Principal, line manager or company manager/business owner.

5. Endorsement

The author must clearly endorse the candidate's application to teach Conversational English by offering specific reasons why they believe the candidate would do the job well.

6. Signature

The letter must carry an original hand signature signed in pen, no scanned, laser or inkjet printed signatures will be accepted.

7. Author's Details

The letter must include the author's **Job Title**, contact **telephone number** and **email**.

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School of Social Sciences – Anthropology

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Date: 21 August, 2012

To Whom in May Concern:

Mr. Keith Pieterse **3** is my student here at Wits University between the years 2002 and 2009, during which time he **4** completed bachelors and honours degrees in Anthropology under my supervision. During his studies at Wits Mr. Pieterse **4** was a very active student both in class and among his peers, and in the communities in which he worked and researched. Among other projects he completed a very insightful and moving documentary on teenage life in Eldorado Park, Johannesburg, his research community.

Mr. Pieterse has all the skills required to teach English as a foreign language. In addition he is a very sociable, inquisitive, and caring person **5** all I am sure take an interest in his students in Korea, and in Korean culture and the societal norms of the country. This will make him a good foreign ambassador for Korea upon the conclusion of his contract. I can recommend Mr. Pieterse wholeheartedly for your programme.

Yours sincerely,

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David B. Coplan
The Professor & Chair of Anthropology
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Hand Written Letters?

Due to difficulties reading some peoples hand writing all Reference Letters must be typed and hand signed. No hand written letters will be considered.