

All candidates applying for a post as an English Teacher in Gyeongnam Office of Education 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.

## 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 pracs. 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 the person is further back than 2 years.

## 3. Letter Addressed to Geongnam Office of Education

The letter must be titled: **For Attention of Gyeongnam Office of Education - Korea**

## 4. Candidate's Full Name

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

## 5. Relationship to the Candidate

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. The period of this interaction is also useful information.

## 6. Detailed Endorsement of the Candidate

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. These should include:

- the candidates general work ethic (punctual, well prepared, positive disposition, reliable, pride in work)
- the candidates interpersonal relationships (cordial, engaging, group/team participation)
- the candidates communication skills (articulate, good listener, empathetic, willing to incorporate other points of view)
- the candidates English language abilities and how these would make them a capable Conversational English Teacher

## 7. Signature

The letter must carry the authors original hand signature signed in ink pen. No scanned, laser or inkjet printed signatures will be accepted.

## 8. Author's Details

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

## 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.