

<Letter of Recommendation Template>

****This is only a reference material/guideline. All letters submitted should be written in a professional manner (all of these boxes should be removed).**

Letter Head

Company Address
Contact information
Phone number
Email address
Fax number (if available)

Recipient Information: E.g., “Dear Sir or Madam” or, “To whom it may concern.”
(Please do not put the recruiting agencies’ name here)

Date: Recommendations may not be older than 2 years

Please write specific information attesting to the applicant’s ability to teach in Korea.
The letter must:

- ✓ Be in Korean or English
- ✓ Be 1-2 pages
- ✓ Include the applicant’s full first and last name
- ✓ Clearly state the relationship between the referee and the applicant, including the length and nature of the relationship
- ✓ Speak to the applicant’s strengths and weaknesses relevant to teaching English in Korea
- ✓ Include any other relevant information

Name:
Position:
Phone number
Email address
Signature (Must include an ink signature) **If it’s a Korean letter of recommendation, it must also include the school’s official red stamp