

Application Email Template

Recruiters skim. A clear subject line and a short, specific body get far more replies than a long message.

Subject: Application for [position] — [your name], [certification], available [date]

Dear [name],

I would like to apply for the [position] role at [school]. My CV is attached.

I am a [certification]-qualified English teacher with [X] years of experience with [age group]. In my last role I [one short achievement]. I am available to start [date] and can interview at your convenience.

Thank you for your consideration. I look forward to hearing from you.

Best regards,

[Your name] · [Phone] · [Email]

FOLLOW-UP WORDING

- ☐ Wait 5–7 days before following up
 - ☐ Reply in the same email thread
 - ☐ Keep the follow-up to two sentences
 - ☐ Re-state your availability and thank them again
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From the ESL WAVE Teacher Toolkit — free resources for English teachers across Asia. Adapt freely for your own use.