

## <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)

Date: Recommendations may not be older than 2 years

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

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
- ✓ Be typed and printed on professional letter head (handwritten letters are not acceptable)
- ✓ 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:

Signature (Must include an ink or electronic signature) \*\*If it's a Korean letter of recommendation, it must also include the school's official red stamp

