



## Applying to a Job – Best Practices

This guide describes how to register and create your profile on the website and discusses points you should consider when applying for positions

Follow the steps below to register on the website and to create an effective professional presentation to overseas employers

### Register on the Website

1. Go to [www.teachers-latin-america.com](http://www.teachers-latin-america.com) and register as a **Candidate**  
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2. Complete as much information as you can. You can upload your Resume/CV to the website when you register, or you can upload it later from your **Profile**  
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3. Complete your **Short Professional Description**. This description is the first thing that the employer will see when searching for candidates for the position. The statement should be brief and concise and should include the position sought and something about the candidate that cannot be found in the resume itself. For example, this may include a philosophy of education and countries you have travelled to. You should also indicate any professional objectives you have  
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4. Once registered, you can browse jobs on the site, manage your **Profile**, and apply to jobs directly



## Short Professional Description – Example

*“I am a qualified elementary education teacher from Louisiana seeking an elementary teaching position. I believe that one of the best ways to educate all students is through differentiated instruction, a method that I regularly use in my classroom. I have a positive, energetic, rewards-based approach and this has proven to be very successful with students. I have traveled to over 10 countries in Latin America where I either participated in volunteer programs or simply enjoyed a vacation. Thank you for considering me for a position at your school.”*

## Important Considerations

The market for international education continues to increase in both the number of schools and positions available. Applying for international teaching positions should not have to be an intimidating experience. Below is a guide that highlights some of the important aspects to consider when applying for an international teaching position.

**Qualifications** - Most schools prefer that teachers have the proper qualifications and this is usually in the form of state or national certification in their home country. Depending on a school’s needs, some will hire teachers with or without teaching experience and no certification. Usually they will require that the teacher gets certification within a few years of employment. There are many programs offered worldwide.

**Experience** - The standard preference for top international schools is that teachers have at least 2 years of experience in the field in which they are applying to teach. Some schools will make exceptions to this, especially in areas of high demand (i.e. – math and science), positions that have not been filled late in the year or unexpected positions in the middle of the year.

Teaching experience is not the only thing that schools look for in a candidate. Candidates who are involved in extra-curricular activities such as coaching a sport or sponsoring after-school clubs have an edge over those who are not involved in such activities.

If you are a new teacher and teaching overseas will be your first experience, don’t be afraid to apply. Many exceptions are made and there are many schools that are more than willing to be that first teaching experience for you.

**Location** - Location is important when considering international teaching. Some areas for teachers to consider for a country are climate, culture, language, religion, proximity to other countries he/she may be interested in travelling to. Candidates will have an advantage if they are willing to work in a wide range of locations/countries.



## The Resume/CV

The resume or CV is the most effective way for candidates to market themselves. The resume is often the first piece of detailed information that employers look at to get to know the candidate and determine if she/he is suitable for a position. Resumes are unique to the individual and there are many different resume formats. Below is a suggested outline of the basic information that a resume for an international teaching position should include.

Sample Resumes/CVs can be found here to help you. [Sample Resume/CV](#)

## Components of a Successful Resume/CV

### 1. Name and Contact Information

Feel free to provide as many ways of contacting you as possible. Mailing address, email address, and phone number are standard, but you can also add skype number/name, LinkedIn name and link, and your Facebook page.

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### 2. Education

List the most recent education first. Include the title and year of the degree earned as well as the institution. Any pertinent certifications should also be included here.

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### 3. Objective

Make this a concise, one-sentence statement about the position(s) you are seeking and any relevant extracurricular activities you are willing to lead or sponsor.



#### 4. Teaching Experience

List the most recent work experience first. This may be a paid or unpaid (volunteer work, student teaching) work. Include the years, name of employer, job title (and a brief description if necessary), and one or two supervisor names and contacts.

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#### 5. Activities and Organizations

School employers are interested in knowing what else the candidate brings to the table besides teaching. What other activities have they participated in and how do they stay current in their field? This section would include any experience in coaching, sponsoring a club or other field related activities. Any membership with professional organizations could also be included in this section. Include the year.

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#### 6. Professional Development

This section is a great way to let the employer know how a candidate keeps up with his/her field. Any workshops and conferences (taken or given) should be listed here as well as any membership or leadership in a school committee. Include the year.

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#### 7. Honors and Awards

This section is not required (especially for newer teachers) but it is a great way to give the employer a bit of insight as to how the candidate is received by both students and administration. Include the name of the relevant award and the year.

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#### 8. Interests and Skills

This area is very important for the employer to understand more about the candidate outside of the classroom. Any personal and professional interests and any relevant skills/talent should be listed here. For those new to teaching and who may not have much experience yet, this is the perfect spot to display enthusiasm and interest in areas that may be beneficial to the school.