

<Proof of Teaching Experience Template>
(Hagwon Teachers or Teaching experience outside of Korea)

****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

Should Include: Company Address
Contact information
Phone number
Email address

Date: 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 agency's name
here)

Please write specific information regarding the applicants' career. The letter must:

- ✓ Be in Korean or English
- ✓ Be written by HR/Administrative official/principal/vice-principal
- ✓ Include the applicant's full name(as in the passport).
- ✓ Include employment period (YYYY/MM/DD-YYYY/MM/DD) E.g., 2008/08/01-2010/07/31
- ✓ Include the total number of academic or contractual years worked. E.g., "2 full academic years."
- ✓ Include the exact location of the school or institute. E.g., Reading Town in Busan
- ✓ Include a position title. E.g., "Full Time English teacher." Or "Part Time English teacher"
- ✓ Include grade of the students taught (age will not be accepted)
- ✓ Include subject taught
- ✓ State the average number of hours worked per week. E.g., "40 hours per week."

Name:
Position:
Signature (must be in ink)