









EPIK APPLICATION FORM INSTRUCTIONS

<Letter of Recommendation Template>

<h3>Letter Head</h3>	
	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
-  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 signature)

Required Documents_ Two Letters of Recommendation from Professional or Academic Sources

Applicants must submit the original hard copies of both letters of recommendation that were submitted electronically with the initial application. There are very specific requirements for the letters' contents. Please pay careful attention to the letter of recommendation requirements outlined below. Each letter of recommendation must meet the following requirements:

- ✓ They must be from a supervisor, professor, academic advisor, co-teacher, or other professional source. The referee cannot be a friend, family member, or co-worker.
- ✓ They must be on letterhead OR the referee's business card must be attached. If neither is possible, the applicant will need to obtain a letter from a different source.
- ✓ Letters must have the name of the referee and their title either in the letter or at the signature. Letters must also be signed with ink. Electronic signatures are not acceptable.
- ✓ The contact information of the referee must be on the letters of recommendation. Ideally, both a phone number and an email contact should be on the letter.
- ✓ The letters must be dated and must be no older than 2 years from the opening of the application period for the applying term.
- ✓ Letters may be in Korean or English.
- ✓ Letters should be 1-2 pages in length.
- ✓ The letters should be addressed to "Whom it May Concern" or to the "EPIK Team." Letters addressed to recruiters or other institutions/organizations will not be accepted.
- ✓ Letters must include the applicant's full first and last name as it appears on their passport.
- ✓ Letters should clearly state the relationship between the referee and the applicant, including the length and nature of the relationship.
- ✓ Current teachers in Korea must provide at least one letter from their current school. Public schools in Korea do not normally have letterhead so the letter must have the school's stamp along with the ink signature of the referee.
- ✓ We cannot accept letters from online TEFL/TESOL/etc course providers.