

Your Cover Letter

Your Simple Guide To Writing Your Cover Letter

Qatar
Teach.com

As part of your application to find a teaching position in Qatar, you will need to write up a cover letter.

Our role is to make the application process as simple as possible for you. To do this we ask that you complete a cover letter which is only one page long which includes a summary of yourself and your experience to date.

This guide gives you an overview of what to include in your cover letter.

Length: Your cover letter should be one page long. A third of this should focus on Section 1 and two-thirds should focus on Section 2.

Section 1: About Yourself

- State your name.
- Briefly mention your relevant education and qualifications.
- Highlight your skills and experience that make you a strong candidate.
- Mention any notable achievements or awards.

Section 2: Your Teaching Experience & Impact

- Describe your previous and current teaching experience, including the grade levels and subjects you have taught.
- Discuss the impact you have had in your teaching. This may include student progress, curriculum development or impact on specific student groups e.g SEN, Dis-Adv etc.
- Include the outcomes that this impact has had e.g Impact on results, uptake at GCSE etc.
- Discuss any experience you have had working with students who are EAL or from a range of cultural backgrounds. What strategies have you used to help support these students?
- Give any further information which you feel would be useful in your cover letter.