



TeachKorea

TEACHING ADVENTURES IN SOUTH KOREA

한국이 당신을 기다립니다!



GUIDE – Character Reference Letters for TeachKorea

Please forward this guide to the two persons writing your **Character Reference Letters**. You must have studied under or reported to the letter writer in a university, college, company or organization. Personal/family friends or work colleagues cannot act as your referee. While the layout of the letter can vary the 8 elements listed here are **mandatory**. **The letters must be sealed by the author and arrive in the TeachKorea offices with that seal intact**. Unsealed letters are invalid and will be discarded. If you have any questions please call TeachKorea on 021-782-5024 or 082-728-4229.



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TO WHOM IT MAY CONCERN

7 October 2009

It is a great privilege for me, the undersigned, to give a testimonial for **CLIFF T SMITH**.

I have known **CLIFF T SMITH** as a student since 2006 to 2009.

I came to know **CLIFF T SMITH** as somebody who is reliable and dependable. She made a great impression with her will to work hard and her sense of duty. Due to these good qualities she was appointed as liaison student during the school visitation period in her fourth year of study. Her duties as liaison student were carried out punctual, correct and professional.

Principals and teachers of schools where she did her school visitations, described her as enthusiastic, positive and well organised. They see her as someone who loves teaching and who has the potential to be an excellent teacher. She had a very good relationship with the learners. Lecturers described her as someone whose lessons are enjoyable, informative and very well planned.

CLIFF T SMITH is always friendly, well-mannered and is able to maintain good human relationships.

With these qualities in mind, I recommend **CLIFF T SMITH** for any post for which she may qualify.

My best wishes accompany her.

E. Muller

Mrs E Muller
Departmental Official
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1/ LETTERHEAD

The letter must be printed on an official letterhead.

2/ DATE

The letter must be dated, addressed TO WHOM IT MAY CONCERN and cannot be older than 2 years.

3/ CANDIDATES FULL NAME

The candidates **full name** must appear on the letter. No nicknames as these are confusing.

4/ CONTENT OF THE LETTER

The letter must clearly state the relationship between the referee and the applicant, including the length and nature of the relationship.

The letter must speak of the applicant's suitability as an English Foreign Language teacher in South Korea.

The letter **must not** mention TeachKorea by name.

5/ FULL SIGNATURE

The letter must bear the author's **original ink signature**. Scanned signatures printed onto the page with an ink-jet or laser printer will not be accepted.

6/ AUTHOR'S NAME, TITLE & CONTACT DETAILS

The letter must include the authors name, title, e-mail, fax number and telephone number/s.



REFERENCE LETTER

CLIFF T SMITH

7/ SEALED ENVELOPE

The letter must be sealed in an envelope with an official stamp or the authors signature across the flap.

8/ CANDIDATES NAME

The candidates name and the words **REFERENCE LETTER** must be clearly written on the front of the sealed envelope.