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Introduction

English is well on its way to becoming the dominant global language in the fields of communication, science, medicine and business. According to the Wikipedia dictionary:

“English is a West Germanic language which is the dominant language in the United Kingdom, the United States, many Commonwealth nations including Australia, Canada, New Zealand and other former British colonies. It is also an important or official language in many countries formerly under British or American rule, such as India, Nigeria and the Philippines.

English is currently one of the most widely spoken and written languages worldwide, with some 380 million native speakers. Only Chinese and Hindi have more native speakers while Spanish is similar in number. English is also the dominant member of the Germanic languages. It has lingua franca status in many parts of the world, due to the military, economic, scientific, political and cultural influence of the British Empire in the 18th, 19th and early 20th centuries and that of the United States from the early 20th century to the present.

Through the global influence of native English speakers in cinema, music, broadcasting, science, and the Internet in recent decades, English is now the most widely learned second language in the world.

Because a working knowledge of English is required in many fields and occupations, education ministries around the world mandate the teaching of English to at least a basic level.

English is the third or fourth most widely spoken as first language in the world today, after Mandarin, Hindi, and probably Spanish (see the ranking). A total of 600-700 million people use the various dialects of English regularly. About 377 million people use one of the versions of English as their mother tongue, and an equal number of people use them as their second or foreign language.
English is used widely in either the public or private sphere in more than 100 countries all over the world. In addition, the language has occupied a primary place in international academic and business communities. The current status of the English language at the start of the new millennium compares with that of Latin in the past.

This Global work guide has therefore been specifically designed to help you the TESOL Graduate to take advantage of this exciting opportunity, teaching the English language globally. Please read carefully over all the information and follow the activities and steps included. Work is not handed in for marking unless specifically asked [as in chapter X]

Following chapter X you will find a country specific guide with valuable information on TESOL destinations and work conditions. After deciding on your destination the following section will take you through the process of preparing you CV and Cover letter. It is our aim at TESOL College to provide the most up to date and practical information for your new career.

Steps to follow:
1. Thoroughly read through Chapter X
2. Read through Global Countries Guide to determine your destination [carefully read information on visa and qualifications specific to each destination]
3. Read carefully the information on a TESOL Resume or CV.
4. Complete your CV and Cover letter
5. Using the information in Chapter X post your Cover Letter online or apply directly for jobs in your destination of choice.
Chapter X:

WARNING: **MUST READ!**
WARNING
# The Job Process Flow Chart

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<td>Finish 5 days foundation TESOL Course</td>
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<td>2.</td>
<td>Read Work Guide</td>
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<tr>
<td>3.</td>
<td>Prepare a cover letter and resume on a word document. Make sure your resume has a passport sized photo of yourself.</td>
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| 4.   | Post Your resume on Dave’s ESL Café:  
*Posting resumes on Dave’s ESL is actually pretty simple. Here is a step by step guide:*  
1. Click on “Job Centre”  
2. Click on “Post Your Resume”  
3. Enter details  
4. In the “message section” copy and paste your resume  
5. Click “Post message” |
| 5.   | Search the internet for jobs in the country of your choice using the latest job links given to you in class! Apply directly to any school or position that interest you. |
| 6.   | Schools will contact you directly to negotiate. Check you emails regularly. You will get contracts from schools. If you’d like some advice, please email your contract to office@ataonline.edu.au |
| 7.   | Research the school and contract thoroughly (eg. ON the internet on [www.google.com](http://www.google.com), ask the school for email addresses of former foreign English teachers and get in touch with them for first hand feedback) |
| 8.   | Decide on a contract you are happy with.  
Let the school know you are accepting their offer.  
Keep a copy of the contract for your own reference. |
| 9.   | Book Flights to go overseas. For competitive rates contact Seek Travel (affiliate with jetset) a travel department of ATA TESOL College on (07) 3369 9937. |
| 10.  | Contact the relevant consulate for visas (for phone numbers see [www.dfat.gov.au](http://www.dfat.gov.au)).  
Get the visa you need. |
| 11.  | Keep in touch with us, we love hearing your exciting stories.  
Email: office@ataonline.edu.au  
Depart overseas and let the adventure begin! |
Guidelines on how to access your course materials and other services available on our website
NEW USERS

www.ataonline.edu.au

This is the front page of the ATA website.
To be able to access the Student Centre, you need to login with a Login ID and Password issued to you.
This guideline will explain how to Login to our Student Centre and how to utilise the services available in the Student Centre.

*Suggestion:* Try opening up the internet and going to the ATA website as you go along with this guideline.
The address for the ATA website is [www.ataonline.edu.au](http://www.ataonline.edu.au).
Try following this document and going along step by step on the web.

Front page of the ATA website
How to LOGIN to ATA STUDENT CENTRE

Go to ATA Website at http://www.ataonline.edu.au. You will see the Student Login area on the left-hand side of our website (see image below).

On the Student Login, type your Login ID and Password then click OK.

![Student Login Image](image_url)
Once you have logged-in your page should look like the image below.

a. At the top right hand corner of the screen it now says, “Welcome (your name)”. The example screen shows “Welcome John Smith”.

b. You can also see the Student Centre menu on the left hand-side.

The website page after you logged-in

Now that you have logged-in, we will show you how to use the services available on Student Centre.
1. **ONLINE COURSE**

If you are looking at accessing your course online, it is presumed that you have read the previous pages and that you have **Login ID** and **Password** for the ATA website, and that you are able to Login on ATA website.

To access your course click on ‘**Online Course**’ button as shown below.
On **Online Course** page, you can see a list of unit(s) that you are enrolled to. Click on the link to download the course materials. You need Adobe Acrobat Reader to be able to open and read these files. To download a FREE Adobe Reader

a. **Student Handbook**
   The handbook provides essential information on the course.
   It is advised that you read it before you commence your study.

b. **Foundation course manual and assessment workbook**
   This is the core subject of the course.
   The course manual and assessment workbook are in PDF files. Click on the link to download the file. See section 1.1. for details on downloading the course materials.

c. **Elective manual and assessment workbook**
   You can find your chosen elective(s) materials here. The electives manual and assessment workbook are in PDF files. Click on the link to download the file.
   If you have not chosen any elective, you can activate it here. See section 1.2 for details on how to activate your electives.
Each course comes in two separate files, the resource manual and the assessment workbook. To download the file, do one of the following:

- Click on the link and wait for a while for the file to download. Once the file is loaded, remember to save the file by clicking “Save” button.
- Or you can right-click on the link and choose “Save Target As...”. Then click “Save”.

To be able to open the files you need Acrobat Reader installed on your computer. To download a Free Adobe Reader, go to: http://www.adobe.com/products/acrobat/readstep2.html
Activate your electives

If you have not chosen any elective or still have remaining electives, you can activate them online on Elective Section, as shown below.

To activate your electives, simply click on the box [Select Elective Here].
There is no limitation on how many electives you can choose at a time. You are allowed to choose one elective or all electives at a time.

Once you finish choosing, click “Activate My Electives” and please wait for a while for the website to update your electives. Once activated you can see your chosen elective(s) and start downloading the elective course materials.
2. **JOB BOARD**

To access ATA Job Board, you need to login. ATA Job Board provides an updated list of teaching vacancies around the world.

Click on **Job Board** button to bring up the page.

Click on any of the **Job Title** to access further information.

GetESLJobs.com [www.getesljobs.com](http://www.getesljobs.com) is working closely with ATA TESOL College to supply you with up to date Job Posting.

Posting your RESUME on GetESLJobs.com is a great way to get schools to contact you straight away!
3. **GRADUATE NETWORK**

To access ATA Graduate Network, you need to login. It is a forum page for ATA graduates to keep in-touch and share their stories.

Click on **Graduate Network** button to bring up the page.

In ATA Graduate Network you can read and respond to other forums, or, you can start your own forum feed. To start a feed click on the button at the bottom of the page that says ‘Write’. Once you have finished posting click **Ok** and your Forum will be posted.

Keep Forums clean. Do not use bad language or use it in a way that may offend others. If you do so, your account will be suspended.

If there are any problems with your account please contact multimedia@ataonline.edu.au
4. **UPDATE YOUR DETAILS – (Change Password)**

Once you login, you can change your details, including changing your password.

To change your password, type the new password on **Password** and **Confirm Password** box then click **OK**.
Getting Started

Deciding where to teach is just as important as deciding what job to choose. Your surroundings will have much bearing on whether you will enjoy your whole experience of teaching overseas. Before leaving home, you want to be confident that not only do you want to teach in the country you have chosen, but also to explore and learn more about the country and its culture.

Before deciding where to go, it is important to know why you are going. Every EFL teacher has a different reason for teaching English in another country. In other words, this is the goal of your adventure overseas. The following article will give you insight as to why other teachers go abroad and what they gain out of the experience.

Why Teachers Teach Overseas

There are almost as many reasons why teachers go and teach in another country, as there are teachers who go, but there have been some common threads to emerge from a careful study of the patchwork.

Teaching conversational English overseas is one of the most rapidly growing and exciting occupations available for English speaking people. The opportunities have never been better for North Americans of all ages to teach English abroad. A shortage of qualified instructors means that the supply of teachers cannot meet the demand of the eager paying students, adults, parents, professionals, and businesses. Teaching English overseas is one of the largest markets for overseas employment. Summer, one-year, or two-year contracts are commonplace in this occupation. Personal and professional rewards and benefits are extensive. The following paragraphs list some of the most common reasons for becoming a part of this expanding and dynamic industry.

Perhaps the most obvious and easily perceivable reason to teach overseas is the simple desire for travel and a new experience. All of us want a change now and then. How many of us, gazing out of 34 the office window on a bleak Monday morning in February, have wished to be anywhere other than where we are. Teaching overseas seems to offer the opportunity for both escape and rejuvenation at the same time. Approached with caution, clear vision, and careful planning, many people have fulfilled this desire.
Teaching in a new and different environment also offers us the opportunity to try out new professional ideas and to revitalize teaching styles. If a new professional challenge is what is being sought, completely changing one’s personal and professional environment is certainly one way of achieving this. Immersion in a new culture and often in a new language allows us the chance to experiment with a new curriculum, or simply to refine and hone professional skills that may be suffering from a slight touch of atrophy in surroundings that may have ceased to offer much in the way of pedagogical stimulation.

In addition to the personal and professional stimulation that teaching abroad can bring in its wake, there is also a host of other reasons that have motivated teachers to spend some time away from their home bases. Opportunities for new friendships, new cultural experiences, and new gastronomic pleasures rank high among these, and all of them are available for the teacher who is willing to take the plunge. How valid these reasons are, and how much the hopes that they represent are fulfilled, is dependent on the individual’s true motivation for wanting to teach overseas.

One reason why people teach overseas is often overlooked, however, because it does not pertain directly to the new environment, and this has to do with the change within people. Any new experience brings out some degree of change in the people involved, and teaching abroad is not an exception. At the very least, there is a broadening in the way that a person looks at his or her profession and at its possibilities. This in turn can lead to the recognition of new strengths and new avenues for exploration.

When talking to teachers who have taught overseas, most, if not all of them, found that their motivation to do so did lead them to an experience that did enrich, stimulate and rejuvenate; but, at the same time, also had the potential to frustrate and infuriate. Why you 35 should teach overseas is not a question that should be asked or answered lightly. It is one that many people in the past have faced. Those who come to a positive realization about their own personal motivation for going overseas nearly always enjoy the challenge that doing so poses, and the benefits that it offers.
The reasons why people leave home to teach English overseas include:

- To acquire practical teaching experience.
- To travel!
- To take a well deserved break away from the stress and tension that we encounter daily in this world.
- Have nothing better to do...
- In need of a year off from work, family, or otherwise.
- To learn about and experience life in a different culture.
- To build international experience and contacts.
- To learn or to perfect a foreign language.
- To achieve a new perspective of different teaching environments and procedures.
- To enhance cross-cultural communication and increase one’s global awareness.
- To gain a valuable and meaningful experience.
- Any combination of the above reasons.

Answer the following questions to help you organize your reasons for living overseas.

1. When you first heard of the opportunities for English teachers abroad, what benefits caught your interest?

2. Have your motivations changed since you have taken the course and have a better understanding of what is involved in living and teaching overseas? If so, how?
3. How can teaching overseas upgrade your experiences or education when you come back to work in your home country?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. Do you see this as a career move, or something temporary?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. Rate the following statements on a scale of 1-10, depending on how important these aspects are to your experience teaching abroad (1=not important at all; 10=extremely important).

To acquire practical teaching experience. _____
To travel to various countries. _____
To save money or pay off debt. _____
In need of a break from my routine here. _____
To learn about other cultures and ways of life. _____
To build international experience and contacts. _____
To learn a foreign language. _____
To test my own boundaries. _____
To create excitement and adventure in life. _____
Climate is an important issue to me. _____
To enter into a more open job market. _____
To begin a new career. _____
To have a job that is more creative. _____

To permanently live in another country. _____

6. Which items on this list received the highest scores?

7. Are there other reasons why you chose to become an EFL teacher which were not listed on the previous pages? If so, write them down.

Now that you have an organized insight as to your main reasons for travelling overseas, you must decide how long you are willing to live and teach overseas. Although there are usually various lengths of contracts, you will see that it is much easier to find a solid contract if you are willing to make a year or longer commitment. If this length of time intimidates you because you would rather test your own teaching abilities, it is suggested that you find volunteer work in your own city, or sign up for a summer or winter camp before your first contract.

You may be able to negotiate a shorter stay than a year, but do realize that these positions take more time to find. Teachers usually have to negotiate with the school in order to find a 3-8 month contract. Teachers also usually use the fact that they have contacts with thousands of grads, so they will be able to replace themselves for the school without the school’s effort.
When can I leave?

The first question to ask yourself before you look for a job, is when can you leave? You must take into account all the organization of passport, visas, inoculations, and housing issues, storage and when you are mentally ready to leave your home. Answer the following questions to help you organize what you need to do before you leave to give yourself a realistic timeline of how long the process will be before leaving.

Answer Yes or No to these questions, and also give yourself a timeline as to how long it will take to complete each of these items.

1. Do I need to get a passport (or renew the one I have)?
   Yes ___ No ___ Timeline: ______________________

2. Do I have a lease I need to finish (or sublet)?
   Yes ___ No ___ Timeline: ______________________

3. Do I need to sell my house, car, or other items?
   Yes ___ No ___ Timeline: ______________________

4. Do I have to give notice to my current employer? If so, how much?
   Yes ___ No ___ Timeline: ______________________

5. Do I need to find storage for my things left behind?
   Yes ___ No ___ Timeline: ______________________

6. Do I have pets that need to be taken care of?
   Yes ___ No ___ Timeline: ______________________

7. Do I need to save up money for the airline ticket and for my expenses for the first month?
   Yes ___ No ___ Timeline: ______________________

8. Do I feel that I need to volunteer somewhere to get more experience before I go?
   Yes ___ No ___ Timeline: ______________________

9. Do I need to obtain transcripts and/or a diploma from a post secondary school?
   Yes ___ No ___ Timeline: ______________________
10. Are there any “loose ends” I need to tie up before moving to another country (e.g., friend or family issues, outstanding bills, etc.)?
   Yes ___ No ___ Timeline: ______________________

Now, add up the realistic timelines you have given yourself for each item and calculate how long it will take to get yourself organized before you need to leave.

   I will be ready in ________________________.

Where to teach and things to consider

Now that you have gained some insight as to why you want to teach overseas, and what you have to do to get there, you must make an educated decision as to where you would like to go. Each country offers many different experiences in terms of language, culture, way of life, living accommodations, salary, and potential hobbies.

The geographical profiles listed in this chapter will give you a very general idea about the possible salaries and cost of living for different countries. This is just a general overview to help you get started. The following chapter will show you how to research for more specific information about the schools in each country.

Remember, money is not always the only thing that will keep you happy. You also want to be able to learn about the country and experience its culture. Money is important, but it is more important to be comfortable and happy where you are living.

Before deciding on a country to work in, you should determine what you expect while you are living overseas. By looking at your own needs and personality, you will be able to find a country that suits your goals as well as your personal needs and interests.

Answer the following questions to help you organise what will be important for you to do and to have in order to feel comfortable in a foreign country.

1. In my spare time (or if I had spare time), what do I enjoy doing at home?

2. Are these activities possible in other countries, and would they give me the same satisfaction?
3. What new opportunities or activities would I be interested in doing while overseas?

4. Do I enjoy being in a big city where there are many people and much noise? (If not, perhaps you should consider teaching in a small city or rural area.)

5. Could I live in a place where there aren’t many English speakers – perhaps only myself? (If not, perhaps you should make sure that there are a few other English schools in your area, or work in a larger city.)

6. Am I able to live in small living accommodations? (If not, you should not work in large cities in Asia and make sure to see a picture of your living accommodations before you go.)

7. Am I willing to try new foods and adjust to a new taste that may be completely different from what I am used to? (If not, you may want to research the food of the country you are thinking of going to.)

8. Am I used to a certain standard of living? If so, what kind? (Does the country provide the same sort of standard? It will never be exactly the same as your home, but at least familiar.)

9. How much money do I need to save on top of my regular spending and living expenses? (Remember, as foreigners, we tend to spend more than the average citizen.)

10. What other personal or special conditions do I need in order to feel comfortable in a new country? What are some things in my home country that I would not be able to live without?
Global Countries Guide
Cambodia

Country Information
Cambodia is still recovering from the dark days of the Khmer Rouge, when teachers were executed and schools were closed. Consequently, the adult population has a low literacy rate and only one-fourth of eligible children get a secondary education. Cambodia has only recently begun to make a significant mark on the EFL map. But English-fever has hit the country in a big way. The young see learning English as the key to a better life - a chance to secure the opportunity to study and work abroad or, at least, to study and get a good job in their own country. The vast majority of the EFL opportunities are in the country's capital, Phnom Penh, which has a population of about 1 million. However, positions are also available in Sihanoukville in the south, and Siem Reap, home to the famous temples of Angkor, although these are generally lower paid. Positions outside the cities are likely to be voluntary.

Teachers Required – Native English Speakers

Education Level Required – Degree & Non Degree. Prefer TESOL Certified.

VISA – You need a work permit and The Immigration Law requires that all foreign workers must obtain a resident card.

Contracts: 6-12 month

Online Job Availability: low

Cost of Living: high, prices in Cambodia are actually linked to the dollar

Busiest Period: Sep-June

Income: 2.0 KHR ($668.863 AUD) - 6.2 million KHR ($2,073.47)
Exchange=1 AUD = 2,990.15 Cambodian Riel (KHR)

Average Work Hours: 25-30 hours

Tutoring: 200-500 KHR per hour

Benefits: Assistance with accommodation, airfare usually not provided, health care sometimes provided, holidays paid, assistance with visa

Note: Polio, Typhoid vaccination recommended, Malaria exists all year throughout the country in the Falciparum variety; which has been reported as being highly resistant to chloroquine.
Money
The Heng Samrin government reintroduced the country's currency, the riel, in March 1980, at which time the value of one riel equaled the value of one kilogram of rice. The state controlled all foreign exchange, and the official exchange rate for visitors was 4 riels to US$1 in 1980. After five years of relative stability, the government devalued the currency to 30 riels per US$1 in January 1986. A subsequent devaluation, reducing the rate to 100 riels per US$1, took place in October 1987. The move was intended to curb inflation, to stop the growing black market, and to bring in more foreign currency. The free-market rate in Phnom Penh at the time was 125 to 130 riels per US$1. In December 1987, the People's National Bank of Kampuchea issued new five- and ten-riel notes in blue and green and invalidated the country's old red bank notes, in an effort to eliminate the problem of counterfeit currency.

Cultural Etiquette

Greeting
Cambodians traditionally greet each other with palms together, in a manner of prayer. They lift up their hands to the chest level and bow slightly. This is called *Som Pas*. In general, the higher the hands and lower the bow, the more respect is being shown.

In Cambodia today, Western cultural influence is being accepted. Cambodian men often shake hands. Women, however, often adhere to the traditional greeting and are reluctant to shake hands, as Cambodians are not accustomed to touching, especially those of the opposite sex. In formal situation, Cambodians address people with Lok (Mr.) or Lok Srey (Mrs.) followed by his/her given name or both given and family name. Rarely is the family name used by itself as Westerners do. In an informal situation, Cambodians will refer to an older man as Ta (grandfather), Po (uncle) or Bang (brother) and to an older woman as Yeay (grandmother), Ming (aunt) or Bang Srey (sister). They are also widely used in a situation where one is not sure the age of other parties, in deference to one who may be the senior. In Cambodia, for a younger person to address an older individual without using a title would be considered rude or a form of misbehavior. For instance, a fifteen year-old boy will call his thirty year-old neighbor Sokha Po Sokha or Bang Sokha. People of the same age or younger can be called by their given name without the use of a title.
Head and Feet
Cambodians consider the head as highest part of the body and the focal point of intelligence and spiritual substance. The head is sacred. Therefore, it is an extreme insult to touch or to pat an individual’s head. Feet, on the contrary, are considered the lowest part of the body and unclean.

Entering Wat (Temple) and Interacting with Monks
Cambodians are predominantly Theravada Buddhist. Buddhist monks have played an important role in the Cambodian society. Monks often serve as the educators and counselors. The Wat is the center of community life. In Cambodia, most villages have a WatShoes or sandals must be removed before entering a Wat regardless of one’s status in the society; this includes the king.

Entering a Home
There are a few points of etiquette when entering a Cambodian home: Visitors should remove their shoes before entering. Although it is not compulsory, Cambodians always insist upon removing their shoes even if they are told not to do so by the host. It is to show respect. Hats should be removed. Cambodians wear hats for protection from the sun or rain rather than for style. It is disrespectful to wear hats inside a home.

Cambodians always offer drink such as water, tea or juice to their guests; sometimes food is also offered. To honor the host, the offer is accepted, even if the guest takes just a sip or a bite. Some homes use beds or mats for receiving guests. If that is the case, visitors should sit by tucking their feet backward. It is impolite to cross or stretch legs.

Respecting Elders
Cambodians demonstrate great respect toward their elders. This respect for elders is taught very early in life. Cambodians tend to smile or laugh in both positive and negative situations, thus, it should not automatically be considered as expressing happiness, agreement, amusement, embarrassment or ridicule. Great caution should be taken in interpreting a smile or laugh in order to avoid misunderstanding.

Cambodians are considered shy, especially women. It is advisable that healthcare providers consider this when trying to have a frank and open discussion with their patients. Same sex providers are preferred.
Traditional healers or herbalists (known as “kru-Khmer”) and laymen who arrange religious healing ceremonies (people known as “aa-jaar”) have the respect of the community. They are considered leaders in the community.

Children are taught to obey at home as well as school. At home, they are not allowed to challenge the authority of their parents, especially the father. Cambodian society remains very male dominated. At school, teachers are not to be challenged. And later at work, bosses are the authority. Obedience is the norm.
China

The most popular ESL teaching destination in the world!!!

Teachers Required - Native English Speakers & Non-native Fluent English Speakers.

Education Level Required - Degree & Non Degree. Prefer TESOL Certified.

VISA – A visa application should proceed as follows:
1. Teacher finds a job.
2. Teacher’s employer notifies the Bureau of Foreign Experts.
3. Bureau of Foreign Experts sends the teacher a letter of invitation, thus qualifying the teacher for a Work visa.
4. Teacher presents letter to his/her closest Chinese Embassy with visa application.
5. Visa is approved.
In practice, the teacher often arrives in China on a Tourist visa and the school/institution submits the paperwork to Chinese Immigration before the Tourist visa expires.
Note: for all visa applications, you will need a medical certificate stating that you have been tested for HIV and Syphilis. This certificate must be signed by a doctor.
(NB: It is quite easy for Australian TESOL teachers to get a WORK VISA in China)

Contracts: 6-12 month. Renewable.

Online Job Availability: Abundant.

Busiest Period: All year round.

Cost of Living: Extremely Low.

Income: 4000RMB ($700AUD)– 8500RMB($1475AUD)

Average Work Hours: 12 – 25 hours.

Tutoring: $15AUD - $25AUD/hour
Benefits:
Accommodation Supplied, Utilities Paid, Air-fare Reimbursed monthly, Food Supplied, Free Language Lessons, Cultural Lessons, Internal Travel Tours, Transport Supplied, Months Bonus @ end of contract. (Dependent on contract and institution.)

Notes: When weighing up the cost of living compared to your Income earned and adding your benefits, China is a place where you can live very comfortably and still save money.

Money
The Chinese currency is the RenMinBi (RMB), generally pronounced Yuan in written form, but spoken as Kuai. Paper money available in RMB1, RMB5, RMB10, RMB50 and RMB100. Today, China is suffering from numerous counterfeit notes. Fake notes are sometimes easily recognisable since the paper feels different and the Chinese will check several time when they receive a RMB50 or RMB100 to make sure it is not a fake. Old and tattered notes can be difficult to exchange so try not to accumulate them. Most of the time, vendors and taxi drivers ask for a small note when you pass them a RMB100 note, sometime they cannot change it and sometimes are not willing to. So it is a good idea to stack up on RMB10 bills. If you have any problems with a note, exchange it for a new one or small change at a bank. A counterfake note will be confiscated.

Travellers cheques are the best way to carry money around in China, the exchange rate is fixed and it can be replaced if lost or stolen. Cheques can be cashed at the major branches of the Bank of China. Credit cards like Visa, Mastercard and American Express are useful in major tourist cities too. They can be used in most mid range to top range hotels, and some big department stores. You can get cash advances in the head branches of the Bank of China, however, a high commission will be charged (four percent).

Foreign currency can be changed in most banks and hotels. Exchange rates do not vary that much, so hotels are often the most straightforward place to exchange. Keep the exchange receipt with you in case you want to exchange any remaining RMB you have left over when you leave. Please use our CURRENCY CONVERTER in the “Reservations” pages of the site. Currently (10.10.2000)
Cultural Etiquette

Greetings and Introductions
The Chinese usually do not like to do business with strangers, and will make frequent use of go-betweens. Whenever possible, try to use established relationships, or an intermediary known by both sides, to make the first contact.

Chinese prefer to be formally introduced to someone new. This applies to both Chinese and foreigners. The Chinese may seem unfriendly when being introduced. They are taught not to show excessive emotion, thus the reference to Chinese and other Asians as inscrutable.

Always stand up when being introduced and remain standing throughout the introductions. When being introduced to Chinese, the accepted form of greeting is the handshake, even among Chinese. Chinese may also nod or slightly bow (Unlike the Japanese, the Chinese bow from the shoulders rather than the waist). One would then present a business card.

Business Card Etiquette
Use both hands when presenting business cards and be sure the writing faces the person to whom you are presenting your card. Cards should also be received with both hands. Do not immediately put the card in a pocket or bag—this is considered rude.

Follow with the standard "I am pleased to meet you, or "ni hao" in Chinese. When seated, place cards on the table. This shows respect and is also an excellent way to remember names. Business cards should be printed in English on one side and Chinese on the other.

Be sure to use simplified Chinese characters for China, not the classical characters used in Hong Kong and Taiwan. If traveling to China and Taiwan or Hong Kong, it is a good idea to put the different cards in separate boxes to avoid mix-ups. Remember that China is the People’s Republic of China and Taiwan is the Republic of China.

Titles & Forms of Address
The Chinese will state their last name first, followed by the given name (may be one or two syllables). For example, Liu Jianguo, in Chinese would be Mr. Jianguo Liu using the Western style.
Never call someone by only his or her last name. Unless specifically asked, do not call someone by his or her first name.

Addressing someone by his or her courtesy or professional title and last name conveys respect. In Chinese the name precedes the title. For example, Liu Xiansheng for Mr. Liu, and Liu Jingli for Manager Liu. Women’s names cannot be distinguished from men’s names. Chinese women use their maiden names even after marriage, but may indicate marital status by using Mrs., Ms., Miss, or Madam. Mrs. Wang might be married to Mr. Liu.

Chinese who frequently deal with foreigners or travel abroad on business may adopt a Western first name, such as David Liu. They may request that they be referred to as David, once a relationship has been established. Do not use the term "comrade" in China.

**Personal Questions & Compliments**

Do not be surprised when asked personal questions regarding age, marital status, children, family, income, job, etc. This is done to seek common ground.

On the other hand, the Chinese will be uncomfortable with American familiarity, particularly early in a relationship. The arm around the shoulder or pat on the back with "just call me Bob" approach should be left at home.

Unlike the Western custom, compliments are not graciously accepted with a "thank you," but rather with "not at all or it was nothing." Accepting and giving direct praise is considered poor etiquette. Do not be gushy with thank yous.

**Social distance, Touching & Gestures**

Every culture defines proper distance. Westerners, particularly Americans, find that the Chinese comfort zone regarding distance is a bit too close for their comfort.

Instinctively Westerners may back up when others invade their space. Do not be surprised to find that the Chinese will simply step closer. The Chinese do not like to be touched, particularly by strangers. Do not hug, back slap or put an arm around someone’s shoulder. Do not be offended if you are pushed and shoved in a line. The Chinese do not practice the art of lining up and courtesy to strangers in public places is not required.

People of the same sex may walk hand-in-hand as a gesture of friendship in China.
Western gestures that are taboo in China include:
- Pointing the index finger--use the open hand instead.
- Using the index finger to call someone-use the hand with fingers motioning downward as in waving.
- Finger snapping
- Showing the soles of shoes.
- Whistling is considered rude.
- Chinese customs that are annoying to Westerners:
  - Belching or spitting on the street
  - Lack of consideration when smoking and failure to ask permission to smoke
  - Slurping food
  - Talking while eating

**Dining and Entertainment Etiquette & Protocol**
Entertaining guests at a Chinese banquet is an important way of establishing guanxi. For more formal banquets, invitations will be sent and place cards will be at the table.

Guests should sample all of the dishes and leave something on the plate at the end of the meal. A clean plate indicates you are still hungry and it is the host's responsibility to see that you are continually served food and drink.

Under no circumstances should chopsticks be placed in the rice standing up. This symbolizes death.

There are no firm rules regarding dinner conversation. Depending on the closeness of the relationship, business may or may not be discussed. Follow host's lead. Drinking is an important part of Chinese entertaining and is considered a social lubricant. The drinking officially begins after the host offers a short toast to the group.

It is always a good idea for the guest to return the toast either right away or after a few courses have been served. Safe topics for toasts are friendship, pledges for cooperation, the desire to reciprocate the hospitality, and mutual benefit.

The Chinese understand if you are unable to drink alcohol. Stating medical reasons is always a good way to get out of drinking alcohol. The most common expression for toasting is Gan bei, meaning "dry cup", or bottoms up.
The Chinese are not as understanding of tipsy guests as are the Japanese or Koreans. If you feel you have had enough, smile and politely indicate this to your host.

Do not pour your own drink. It shows a lack of protocol.
Do not underestimate the importance of participating in dining and after-dinner entertainment. It is an excellent way to build guanxi.

**Gift Giving**

Gifts are an important way of creating and building guanxi in China. Chinese etiquette requires that a person decline a gift, invitation, and other offerings two or three times before accepting. It is expected that the giver will persist, gently, until the gift is accepted. Be sensitive to genuine refusals.

Chinese and Westerners differ in the approach to gifts. In the West, a sincere thank you or a thank you note is an acceptable way to extend appreciation. In China, a more tangible form, or gift, is preferred. Never give a gift that would make it impossible for the Chinese to reciprocate—this would cause a loss of face and place them in a very difficult position.

The Chinese usually do not open gifts at the time they receive them. When receiving gifts from the Chinese, do not open them unless they insist.

**Suggested Gifts & Gift-giving Taboos**

Gifts should reflect the giver and the recipient.
Consider gifts from your area. Gifts with a company logo are fine as long as they do not include things that are considered taboo and are not too showy.

Gifts of foreign cigarettes, cognac, fine whisky, quality wines are acceptable. Do not give anything in sets of four or gifts that carry the association of death or funerals such as clocks, cut flowers, white objects. Do not give scissors or anything sharp as it symbolizes severing relations. Be cautious when giving food items—it can suggest poverty.

Always wrap gifts, but do not use white paper—it symbolizes death. Red and gold are the best. Avoid elaborately wrapping gifts. Never write anything in red ink.
Hong Kong

Hong Kong offers some of the best paid English-teaching jobs in the world. But the island's frenetic pace and 24/7 timetable is not for the faint-hearted.

**Teachers Required** - Native English Speakers.

**Education Level Required** – **DEGREE Preferred** plus TESOL Certified.

**VISA** – Foreigners who intend to work in Hong Kong will need sponsorship from a Hong Kong-based employer who can guarantee them full-time work (min. 15 hrs per week). Once sponsorship has been obtained, an application is made to the Hong Kong Immigration Department for a work permit.

**Contracts**: 3-24 months.

**Online Job Availability**: Low

**Busiest Period**: June-August (Summer Period) Beg/March - End/Dec.

**Cost of Living**: High.

**Income**: 20000HKD($3684AUD) – 50,000HKD($9210AUD) (Exchange=1AUD=5.42938 HKD)

NB: Income can be paid in Hong Kong Dollars, Chinese Yuan, American Dollars or British Pounds. Dependant on School or Companies Origins.

Average Work Hours: **30-40 hours**.

Tutoring: **$37AUD - $111AUD/hour**

Benefits: **Accommodation Supplied/Reimbursed, Air-fare Reimbursed. (Dependent on contract and institution.)**

**Notes**: Hong Kong, High Cost of Living. People working in this region base themselves in the surrounding areas, as it is cheaper. To work in Hong Kong you really need to have a degree, as it makes hard to find employment otherwise...
Money
The Hong Kong dollar has been pegged to the United States dollar since 17 October 1983 at HK$7.80 per U.S. dollar through the currency board system. A bank can only issue a Hong Kong dollar if it has the equivalent exchange in U.S. dollars on deposit. The currency board system ensures that Hong Kong’s entire monetary base is backed with U.S. dollars at the linked exchange rate. The resources for this backing are kept in Hong Kong’s Exchange Fund, which is among the largest official reserves in the world.

As of 18 May 2005, in addition to the lower guaranteed limit, a new upper guaranteed limit was set for the Hong Kong dollar at 7.75 to the USD. The lower limit will be lowered from 7.80 to 7.85 in five weeks, by 100 pips each week. The Hong Kong Monetary Authority indicated this move is to narrow the gap between the interest rates in Hong Kong and those of the United States. A further aim of allowing the Hong Kong Dollar to trade in a range is to avoid the HK dollar being used as a proxy for speculative bets on a Yuan (Renminbi) revaluation.

Nowadays, banknotes of legal tender in local circulation include six denominations of $10, $20, $50, $100, $500 and $1,000. The issue of $5 note was discontinued after 1975 when the government replaced it with the $5 regal coin.
India

Although English is generally used for official and business purposes, Hindi is the official language and is spoken by about 30 percent of the population. There are 17 other languages also spoken. A TESOL certification, as well as a college degree, is required.

Teachers Required – Native English Speakers

Education Level Required – Degree. Prefer TESOL Certified.

VISA- To work in India you need an employment visa. To obtain one, the employer has to send a letter providing information of your qualification to the home ministry in India.

Contracts: 12 month

Online Job Availability: low

Cost of Living: low

Busiest Period: All year round

Income: 47,000 INR ($1,414.62 AUD)
Exchange= 1AUD= 33.2216 INR (Indian Rupees)

Average Work Hours: 20-35 hours

Tutoring: is available

Benefits: Round trip airfare, fully paid accommodation, paid vacation and medical insurance (depends on contract and institution)

Note: Polio, Typhoid vaccination recommended. Malaria exists throughout the year in the whole country excluding parts of Himachal Pradesh, Jammu and Kashmir and Sikkim. Other Health Risks: Bubonic plague; meningitis; tick-borne relapsing fever; dengue fever; visceral leishmaniasis; filariasis and Hepatitis B.
Money

Indian Paper Money can be grouped into the following categories:
Notes issued by the early Private and Semi-Government Banks (up to 1861 AD), popularly called as Presidency Banks.
Notes of the Government of India (1861-1925).
Pictorial Notes bearing portrait of King George V.
Pictorial Notes bearing portrait of King George VI.

Notes issued by the Reserve Bank of India; the Post-Independence period.
Notes issued by Indo-French territories.
Notes issued by Indo-Portuguese territories.
Prisoner-of-War coupons, including coupons issued to internees during the Boer war, WWI, WWII and the Indo-Pak wars.
Notes issued by the Princely states in India (Hyderabad, Jammu & Kashmir, etc.)
Emergency Issues (Cash Coupons) of the Princely states issued during 1942-1945.
Indian Currency used in other countries (Burma, Pakistan, Gulf and Haj).

Cultural Etiquette

Appearance
Men are generally expected to wear a suit and tie for business, although the jacket may be removed in the summer. Women should wear conservative dresses or pantsuits.

When dressing casual, short-sleeved shirts and long pants are preferred for men; shorts are acceptable only when exercising. Women must keep their upper arms, chest, back, and legs covered at all times. Women should wear long pants when exercising.

The use of leather products including belts or handbags may be considered offensive, especially in temples. Hindus revere cows and do not use leather products.

Behavior
The head is considered the seat of the soul. Never touch someone else’s head, not even to pat the hair of a child.

Beckoning someone with the palm up and wagging one finger can be construed as in insult. Standing with your hands on your hips will be interpreted as an angry, aggressive posture.
Whistling is impolite and winking may be interpreted as either an insult or a sexual proposition. Never point your feet at a person. Feet are considered unclean. If your shoes or feet touch another person, apologize.

Gifts are not opened in the presence of the giver. If you receive a wrapped gift, set it aside until the giver leaves.

Business lunches are preferred to dinners. Hindus do not eat beef and Muslims do not eat pork.

**Communications**

There are more than fourteen major and three hundred minor languages spoken in India. The official languages are English and Hindi. English is widely used in business, politics and education.

The word "no" has harsh implications in India. Evasive refusals are more common, and are considered more polite. Never directly refuse an invitation, a vague "I'll try" is an acceptable refusal.

Do not thank your hosts at the end of a meal. "Thank you" is considered a form of payment and therefore insulting. Titles are very important. Always use professional titles.
Indonesia

The country’s oil industry has brought significant wealth to Jakarta, and has triggered a need for business-minded Indonesians to learn English. The main demand is for Business English, General English and English for Young Learners. Few schools in Indonesia will consider teachers without TESOL qualifications and experience.

**Teachers Required** – Native English Speakers

**Education Level Required** – **Degree**. Prefer TESOL Certified.

**VISA** – Many ESL/EFL teachers arrive in Indonesia on a Tourist visa (generally valid for 2 months) to find a job. Having found a job, they will need to present a letter of sponsorship from their Indonesian employer to an Indonesian Consulate outside of Indonesia (generally Singapore). Teachers caught working on a Tourist visa are deported.

**Contracts:** 12-24 month

**Online Job Availability:** low

**Cost of Living:** low

**Busiest Period:** All year round

**Income:** IDR 7,500,000 (about $ 1,006.107 AUD tax free)-15million

Exchange= 1AUD= 7,452.31 IDR (Indonesia Rupiahs)

**Average Work Hours:** 20-25 hours

**Tutoring:** Quite common. AUD $2-$15 per hour

**Benefits:** 2- 9 weeks vacation paid, Air-fare Reimbursed.(Dependent on contract and institution,) , Assistance with or paid accommodation, full working visa, taxes, health insurance are paid, Months Bonus @ end of contract. (Dependent on contract and institution.)

**Note:** Recommended vaccinations: Typhoid, Polio, Hepatitis A, Malaria. Health insurance is essential. Smart dress is very important in Indonesia, especially in class. A basic knowledge of Indonesian will help enormously when looking for work, particularly outside of the big cities. Bahasa Indonesian is one of the simplest of all languages to learn. Jobs ads for English language teachers often appear in the Jakarta Post.
Some schools don’t allow facial hair (men), i.e. mustaches or beards, visible tattoos, or piercing other than the ears (women only and only one hole) and no history of drug or substance abuse (all teachers will be tested). Penalties for drug offences can be severe and include the death penalty.

**Money**
The currency in Indonesia is the *rupiah*, which comes from the Sanskrit word for wrought silver, *rupya*. Indonesian banknotes come in denominations of Rp 100, 500, 1,000, 5,000, 10,000, 20,000, and 50,000. And ... giving new meaning to the term “plastic money” ... the most recent denomination bill (issued in 1999) is the Rp 100,000 bill. It is made from plastic, not paper.

If you are still holding the 1992 pink Rp 10,000 or 1992 greenish 20,000 bill, or blue Rp 50,000 with ex-president Soeharto’s picture, these bills are no longer in circulation. You should turn them into your bank and exchange them for the newer bills.

Coins in circulation include the Rp 1,000 (gold and silver colored), Rp 500, 100, 50 and 25 coins. The last three were all minted in aluminum in the late 90s. To confuse us all ... old issue and recent issue coins are still in circulation. So, there are two kinds (each) of the Rp 500, 100, 50 and 25 coins currently in circulation. The Rp 50 and Rp 25 coins are mostly used outside large urban centers where prices of goods are lower. Occasionally one sees old Rp 100 notes, although there are very few left in circulation.

**Money Mix-Ups**
While still learning the currency, it is easy to unintentionally give someone the wrong bill. The ones to look out for ... are the blue Rp 50,000 and old Rp 1,000 bills ... they are very similar in color though the designs are totally different.
Cultural Etiquette

Appearance
• An umbrella is an essential wardrobe component in rainy season (September - February).
• High heat and humidity require packing enough clothing to always appear clean & fresh. You may have to change your clothes several times a day to maintain this look.
• Women should wear long-sleeve blouses and skirts that cover the knee.
• Women meeting in a more formal office should wear a suit with hosiery.
• Women are limited to clothing colors that are muted or dark. Leave brightly colored clothing at home.
• Men should wear coat and tie until appropriate to dress more casually. Follow the lead of those you are meeting with.
• Men generally wear dark slacks, long sleeve and light colored shirt, and tie (no jacket).
• "Lounge suit" requires men to wear a business suit. This term may be included on an invitation.
• Men may find in a very casual business office that a short sleeve shirt and no tie would be appropriate.
• Women must always cover their upper arms when wearing a casual blouse.
• Jeans may be worn for very casual, but never shorts for men or women. Even though the climate is warm and humid, proper attire even for very casual appearance will always dictate your choice of clothing.
• Do not crook your index finger to call someone over. This gesture is offensive.
• Do not put your hands into your pockets when talking with someone.

Communications
• Shake hands upon greeting and leaving, and always using your right hand. The handshake is limp and lasts 10-15 seconds.
• For religious reasons (Muslim and Hindu) men and women do not touch in public in this culture.
• Women do not offer a handshake to an Indonesian man. However, should a man extend his hand, always shake hands. Some Indonesian men may follow western business rules in a business setting.
• Men do not offer a handshake to an Indonesian woman. Reciprocate, however, if she initiates.
• Indonesian Chinese may bow, or combine a bow with a handshake.
• Greetings are not to be rushed. They carry importance and formality.
• Presenting your business card follows introductions. A person's name is very important. Develop a habit of paying close attention during introduction.
• Present a business card to each person you are meeting. Offer your card with the printing positioned so the recipient can read it. Your right hand holds the card, with your left hand supporting your right wrist. Your card will be received with both hands.
• Time is taken to carefully read the card.
• When presented another person's business card, follow this same ritual.
• Never write on a business card.
• Never carry your business cards, or place another person’s business card in a back pocket.
• Print your business cards in English, with the reverse side printed in Indonesian.
• Address each person using his/her title plus full name. A title may be an honorific title or an academic title. Rank and status is very important in this culture.
• One important honorific title is for Muslims who have made a pilgrimage to Mecca. *Haji* is the title for a man, *Hajjah* is for a woman.
• Mr., Madam, Mrs. or Miss is used if a person does not have a title. A man is addressed as *Pak* (Mr.) or *Bapak* (Sir). A lady is addressed as *Ibu*.
• People are normally called by their first name, as in Mr. Robert or Miss Susan, rather than using their last name.
• Married Chinese women keep their maiden name.
• *Selamat* means peace and is a traditional greeting.
• “Yes, but” means no when someone is speaking to you.
• Never allow your voice to get loud, whether in anger or joy.
• Expressing anger in public through tone of voice, loudness, or body language is always inappropriate.
• Do not use red ink when writing, or having printing done (Chinese).
Japan

Most - though not all - schools in Japan require teachers to have a university degree and an internationally - recognized TESOL certificate.

**Teachers Required** - Native English Speakers.

**Education Level Required** – DEGREE Preferred & Non Degree. Prefer TESOL Certified.

**VISA** – Australian passport holders under 30 years of age are eligible for a Working Holiday visa, which will allow them to work and travel in Japan for 12 months. All other nationalities must apply for a work visa before they arrive in Japan.
- Employers will generally arrange the necessary work permits and visas for their teachers.
- All work visa applicants must have a university degree. Work visas are only issued to applicants who have been sponsored by an employer in Japan.
- Student visa holders are legally allowed to work for a maximum of 20 hours per week.
- Working on a Tourist visa is illegal. Huge fines apply if caught.

**Contracts:** 12 month.

**Online Job Availability:** Abundant.

**Busiest Period:** End of September, but it is possible to get contracts throughout the year.

**Cost of Living:** High.

**Income:** 250,000Yen($3282AUD)–320,000Yen($4200AUD)
(Exchange = 1 AUD = 76.1914 JPY)

**Average Work Hours:** 20 - 45 hours.

**Tutoring:** $35AUD - $105AUD/hour Very common. ¥2,500-¥8,000 per hour

**Benefits:** Accommodation Supplied/Subsidised, Air-fare Reimbursed, Months Bonus @ end of contract. (Dependent on contract and institution.)
Notes: Many jobs involve a heavy workload and a lot of travel, though conditions are generally very good and most teachers find that Japan is one of the few places they can actually save money on an ESL/EFL salary. You really need a DEGREE!!! You cannot work full-time under a work-holiday visa.

Money
The yen (en) was established as the official unit of currency in 1871. The name en was used because it means round, as opposed to the oblong shape of previous coinage. One hundredth of a yen is called a sen, although this unit is so small that it is only mentioned today in the financial markets. The Bank of Japan, established in 1882, issued its first bank notes in 1885. At various times during its history, the yen has been pegged to the silver standard, the gold standard and the US dollar. From 1949 to 1971 the rate was 360 yen to the dollar, which was then changed to 308 yen to the dollar. This rate held for two years but problems with US trade imbalances led to the devaluation of the dollar against gold. In 1973, the yen, along with other major currencies, moved to a floating exchange rate system. In the 1980’s and 90’s, the yen became increasingly used in international financial transactions and continued a steady climb against the dollar. It reached a peak rate of around 80 yen to the dollar in 1994 and was around 108 yen in October 1999.

Over the years, there have been proposals to denominate the yen by making it equal to the current 100 yen. The latest proposal came in late 1999, as fears grew that the dollar and the euro would overshadow the yen unless it was denominated to an equivalent value.

The Japanese government announced in October 1999 plans to issue a 2,000 yen note in time to commemorate the G8 summit to be held in Okinawa the following year. The new note was expected to give a boost to the economy, but it ended up barely making an impression. In fact, ¥2,000 notes are a rare sight today.

In 2002, a redesign of bank notes was announced, with new people appearing on the 1,000 and 5,000 yen notes. The redesign was to allow for the use of the latest anti-counterfeiting techniques. The redesigned notes appeared on November 1, 2004.
Cultural Etiquette

Behavior

The word for toasting is kampai, pronounced 'kahm-pie'. When toasting the glass is never left unfilled. Drinking is an important part of Japanese culture. It is a way to relieve business stress.

Never pour a drink yourself; always allow someone else to do it for you. Most business entertaining is done in restaurants or bars after business hours. Often in karaoke or "hostess bars." Businesswomen should not attend "hostess bars." Let the host order the meal and pay. Business may be discussed at dinner during these events.

Japanese rarely entertain in the home. If you are invited to the home of your Japanese host, consider it a great honor and display a tremendous amount of appreciation. If you are invited to a social event, punctuality is not expected. It is the custom to be "fashionably late." If you do take your host out insist upon paying. The Japanese will refuse but insist. They will prefer that you choose a Western-style restaurant when entertain them.

Key phrases to learn are "itadakimasu" at the beginning of dinner, and "gochisou-sama-deshita" at the end. It is polite use these phrase and it will show you host that you have enjoyed the meal. "Sumimasen" (excuse-me) is a very useful term to add to your vocabulary along with the phrase "kekko desu" (I've had enough). It is perfectly acceptable to slurp your noodles. Doing so will exhibit your enjoyment of your food. To do otherwise, indicates that your meal was not a pleasant one.

Do not openly display money. It is rare to see it given from person to person in Japan. It is important to use an envelope to pass money. In Asia the number 14 is bad luck, because in Japanese it sounds like the word ‘shuh-shuh’, which sounds like the word for death. Tipping is not expected.

Gift giving is very important both business and personal gifts - See international business gift giving section. Style is tantamount. The gift itself is of little importance, the ceremony surrounding it is very important. Always wrap gifts. The selection of the wrapping paper is critical. Do not give anything wrapped in white as it symbolizes death. Do not use bright colors or bows to wrap the gift. It is better to have the hotel or the store warp the gift to ensure that it is appropriate.
Do not surprise the recipient with the gift. Give your host some warning during the evening that you intend to give them a present. Give the gift with both hands and accept gifts with hands. Generally, gifts will not be opened in your presence. If your host insists that you open the gift do so gingerly. They take pride in gift wrapping, show that you appreciate the effort.

Do not give gifts in odd number or the number four, as odd numbers are bad luck and four sounds like the word for death in Japanese. Gifts should be given at the end of a visit. Do not admire anything belonging to your host too closely. The Japanese strive to please; you may be rewarded for your admiration. The most popular gift giving occasions in Japan are oseibo, which falls at the end of the year and O-chugen which falls during the middle of the year.

Good gift ideas include top choice beef, fruit and alcohol such as brandy, quality whiskey and Bourbon along with excellent wines. They also appreciate gifts from high-end department stores like Saks and Neiman Marcus. The Japanese frown on open displays of affection. They do not touch in public. It is highly inappropriate to touch someone of the opposite sex in public.

**Communications**
In Japan, business cards are called meishi. Japanese give and receive meishi with both hands. It should be printed in your home language on one side and Japanese on the other. Present the card with your home country language side up.

The card will contain the name and title along with the company name, address and telephone number of the businessman. In Japan, businessmen are call "sarariman." A sarariman who does not have a Take special care in handling cards that are given to you. Do not write on the card. Do not put the card in you pocket or wallet, as either of these actions will be viewed as defacing or disrespecting the business card. Upon receipt of the card, it is important to make a photocopy of the name and title of the individual in your mind. Examine the card carefully as a show of respect.

In a business situation, business cannot begin until the meishi exchange process is complete. The customary greeting is the bow. However, some Japanese may greet you with a handshake, albeit a weak one. Do not misinterpret a weak handshake as an indication of character.
If you are greeted with a bow, return with a bow as low as the one you received. How low you bow determines the status of the relationship between you and the other individual. When you bow keep your eyes low and your palms flat next to your thighs. The business card should be given after the bow. This is very important to remember.

In introductions use the person’s last name plus the word san which means Mr. or Ms. The Japanese prefer to use last names. Do not request that they call you by your first name only. If you are uncertain about the pronunciation of a name, ask for assistance.

Understand that the Japanese prefer not to use the word no. If you ask a question they may simply respond with a yes but clearly mean no. Understanding this is critical in the negotiation process. In Asia the number 14 is bad luck, because in Japanese it sounds like the word ‘shuh-shuh’, which sounds like the word for death.
Malaysia

Although Malay is the official language, English is widely spoken, especially in business, and the English language is a compulsory subject in all schools. TESOL qualifications and a MA are required in all schools. A lot of the ESL/EFL work is only part-time, which normally means teachers have to supplement their income with private lessons. These are easy to find, as there are plenty of Malaysians who dream of studying at university in the US, Australia or the UK.

Teachers Required – Native English Speakers

Education Level Required – Degree. Prefer TESOL Certified.

VISA – Obtaining a work permit for Malaysia can be very problematic. As a general rule, the government will only issue work permits to teachers with at least an MA. Some teachers work on a Tourist visa, though this is strictly prohibited.

Contracts: 12 month

Online Job Availability: low

Cost of Living: low

Busiest Period: All year round

Income: MYR 1,200 ($420.097 AUD) -MYR 5,000 ($1,720.39 AUD) per month
Exchange= 1AUD= 2.85610 MYR(Malaysia Ringgits)

Average Work Hours: 20-25 hours

Tutoring: Quite common, especially in the more affluent suburbs of Kuala Lumpur, Sarawak and Sabah

Benefits: assistance in finding accomodation

Notes: Health Insurance is strongly advised. (Some employers provide it as part of the deal.) Recommended vaccinations: Hepatitis A, Polio, Tetanus, Malaria, Assistance with or paid accommodation, airfare

Money
The Malaysian Ringit (MYR), also referred to as the Malaysian Dollar, is divided into 100 sen. Malaysian banks charge in the region of US$2-3 for foreign exchange transactions. Moneychangers are generally quicker to deal with and do not charge commission; their rates however are variable. Travellers cheques can be exchanged at banks and some hotels. All major credit cards are accepted at upmarket hotels, shops and restaurants. ATMs are widely available.

**Cultural Etiquette**

It is customary to remove shoes before entering homes and places of worship. When eating or exchanging money, the right hand is used. Arms and legs should be covered when visiting places of worship.
Mongolia

Mongolia has decided that the only way to move into the 21st century is to model itself after the Nordic nations and make its 15 million people bilingual within a generation, making English the new second language of Mongolia. Puntsag Tsagaan, Mongolia’s minister of education, culture, and science, told the New York Times (February 15), “I need 2,000 English teachers.” And he doesn’t mean in years to come: he means it now.

Teachers Required – Native English Speakers

Education Level Required – Degree. Prefer TESOL Certified.

VISA - Work visas must be obtained from a Mongolian Embassy, or can be arranged through the Office for Foreign Citizens and Citizenship in Ulaanbaatar after arrival.

Note: If you are an Australian citizen and travelling to or from Mongolia via China, you MUST have an entry visa for China. This applies even if you are only IN TRANSIT. If you are returning through China, you will need a double entry visa.

Contracts: 6-12 month

Online Job Availability: low

Cost of Living: Very cheap for Mongolians although visitors are expected to pay ten times the prices charged to locals. Ask the price before you eat. Independent travel can be relatively cheap although tour groups may be charged very high prices.

Busiest Period: All year round

Income: $800- $1000 AUD

Average Work Hours: 16-26 hours

Tutoring: is available

Benefits: paid airfare and accommodation, paid vacation (depends on contract and institution), health insurance
**Note:** Medical facilities in Mongolia are limited. Many brand-name western medicines are unavailable. Ulaanbaatar, the capital, has the majority of medical facilities; outside of Ulaanbaatar medical facilities and treatment are extremely limited or non-existent. Polio, Typhoid vaccination recommended. Health risks: cholera, meningococcal meningitis

**Money**
The Mongolian currency is called tögrög (MNT or tugriks) and it is not a convertible hard currency (about 1200 tögrögs to the US dollar). The US dollar is the only recommended currency at present. The US dollar is in fact an accepted form of payment and a reasonable amount of small US notes should be carried. It is now possible to also change Euro and most other convertible currencies at Ulaanbaatar cambios.

It is possible to change traveler’s cheques in the capital. Banks cash travelers cheques, and they do so against a fee of 2 percent if you need cash US dollars, and without a commission if cashing tögrögs. Shopping opportunities are scarce, but increasingly, handicrafts come out in the market in the capital. You will not spend much, whilst on a holiday in Mongolia. Decent shops are non-existent in the interior areas. Shops in Ulaanbaatar, where you are likely to buy any souvenirs, accept American Express and VISA credit cards.

To obtain cash advance on your Visa card is swift and efficient at the Trade & Development Bank in Ulaanbaatar. Cash can be exchanged at all hotels, whilst traveler’s cheques must be cashed at the banks. Golomt Bank also offer a 24h service at Seoul Street.

Please note that there are ATM machines in Ulaanbaatar, but not anywhere in the countryside. Regardless, foreign cards may or may not work in Mongolian ATM machines.

**Cultural Etiquette**

**Greetings**
As in most other places in the world, a greeting equivalent to “How are you?” (“Sain bainuu”) is most common. The Mongolian difference is that a negative answer is considered to be impolite; one is expected to answer “Sain”, meaning “Fine”, and only later in the conversation may one’s problems be mentioned. Mongolians try to avoid unpleasant conversational topics in general, though if unavoidable, it’s important to address them as tactfully as possible.
In the countryside, greetings often concern country life and suit the season: "Are you wintering well?", "Are you spending this spring in peace?", "Are your sheep grazing in peace?", "Are your sheep fattening well?", etc. The word "peace" comes up often since in Mongolia the concept is equivalent to happiness.

One must also remember to use the correct form of address depending on the person’s age or position. For example, appending the respectful "-guay" suffix to the name of an elderly person.

**Good wishes**
In villages, it’s common to wish someone well upon finding them at work or play. For example, if they’re milking a cow, one would say: "May your bucket be brim full of milk". If they’re beating wool, one would say: "May your wool be as soft as silk". If they’re playing a game with others, it’s common to wish that everyone win, if only once, to which they respond: "May it be as you say".

**Dropping in**
It is not acceptable to knock at the door of a ger and to ask if you may enter; one is expected to holler "Hold the dog!" ("Nokhoi Khoril") and then approach, even if there is no dog, to let the hosts know they have a guest. The host and hostess will then emerge wearing their hats (which are not removed in greeting as elsewhere) and buttoned-up dels, ready to help the guest dismount if on horseback.

**Tea time**
Before tea is served, snuff bottles are exchanged between the men. It is proper to accept the snuff bottle, even if you don’t have one to give in return, and to take some snuff before handing the bottle back. The hostess will then begin to serve tea. It is impolite to ask the guest outright where he comes from and where he’s going, so it’s expected that the guest himself will volunteer this information at some point in the conversation, after the traditional greetings and questions about the weather. Tea is served in a small bowl and is offered either with both hands stretched towards the guest or with the right hand supporting the left elbow. The guest is expected to accept the tea in the same manner, but with sleeves rolled down since it’s considered extremely impolite to expose one’s wrists while receiving things. In the summer, fermented mare’s milk (koumiss) is served instead of tea.
Dos and Don'ts
A list of countryside cultural tips from the Mongolian Tourism Board:

DON'T
- let a post or fence come between you if you are walking with Mongolians
- whistle inside a ger or house belonging to a Mongolian
- let your feet point in the direction of the altar (which will be on the north side) when sitting in a ger
- let people walk over your outstretched legs
- tread on the threshold of the ger when you walk over it
- lean against a support column, a piece of furniture, or a wall of the ger (they represent stability and a link with heaven)
- stamp out a fire or put water or any rubbish on it; fire is sacred
- walk in front of an older person
- turn your back to the altar and religious objects at the back of the ger
- touch other people's hats (my favourite)
- have long conversations in your own language in front of hosts who don't understand it
- point a knife in the direction of anyone, or touch the hearth with it (the hearth symbolizes ties with ancestors)
- pass anything to a Mongolian with just two fingers
- take food from a plate with your left hand
- spill milk inside a ger
- wave your sleeve, as it is a mark of protest, or extend the little finger of your right hand, as this is a sign of disrespect

DO
- keep your hat on when entering a ger if you are wearing one, but lift it as a sign of greeting
- receive things with your right hand or both hands and ensure that your sleeves are rolled down
- ensure you remove your gloves when shaking hands if you are wearing them
- walk around inside the ger in a clockwise direction
- receive food, a gift, or anything similar from a Mongolian with both hands or with your right hand, supported at the wrist or elbow
- take at least a sip or nibble of the delicacies offered
- pick up things with an open hand, palm facing upwards
- grab the hand of a Mongolian if you have accidentally kicked their feet
- sit cross-legged with your feet underneath you
- leave a small gift, other than money, for your hosts
Nepal

Nepal may not be the most obvious place for an ESL/EFL job search. English teaching or ESL experience is desired but not mandatory for English teaching placements. Applicants should be native English speakers and have an open mind and an interest in the rich cultural experience this country has to offer. There is a significant demand for teachers who have experience teaching kids, with numerous positions, many of them voluntary.

**Teachers Required** – Native English Speakers

**Education Level Required** – Prefer TESOL Certified.

**VISA** – You need a work Visa (which is normally only obtainable if you are employed by an established institution. Many ESL/EFL teachers work illegally on a 3-month Tourist visa.

**Contracts**: 3-12 months

**Online Job Availability**: low

**Cost of Living**: low

**Busiest Period**: Sep-June

**Income**: above the cost of living

**Average Work Hours**: 12-24 hours

**Benefits**: accommodation and airfare are rarely paid

**Tutoring**: AUD$4-10 per hour.

**Note**: Health insurance is essential, recommended vaccinations:
Meningitis, Typhoid, Hepatitis A, Polio, Tetanus, Rabies, Encephalitis

**Money**
The Nepalese Rupee, also denoted by NPR, is the official currency used in Nepal. The NPR is tied to the Indian Rupee (INR), being 5/8 its value.

**Travel Notes**:
When traveling to Nepal, it is helpful to be aware of the three main currency exchange rates:
The Rastra Bank rate - this is the rate set by the government's official bank. Private banks' rate - these rates are slightly more generous but still legal. Black market rate - these most generous (but illegal) rates are the ones set by carpet shops and travel agents.

The daily Rising Nepal newspaper lists the Nepal Rastra Bank's rate, which is a useful reference point. Exchange rates and commissions can vary a great deal so it is best to explore all options before exchanging money.

When you change money legally, you receive a Foreign Exchange Encashment Receipt which shows the amount of hard currency you have exchanged. If leaving Nepal from the Kathmandu airport without having spent all of your rupees, you can exchange up to 15% of the amount shown on these unused receipts back into hard currency.

**Cultural Etiquette**

**Ethics and Etiquette**
Nepalis practice cultural etiquettes that may sometimes appear unusual to visitors. However, a handful of tips could acquaint visitors with these otherwise strange practices.

The form of greeting in Nepal is 'namaste' performed by joining palms together. As a mark of respect Nepalis usually take off their shoes before entering someone's home, temple or stupa. Food or material that contains another's saliva is considered 'jutho' or impure.

Touching something with feet or using left hand to give or take is considered offense among Nepalis. Women wearing skimpy outfits are frowned upon especially in the rural parts of the country. As a part of the tradition some Hindu temples do not allow westerners to enter.

Leather articles are prohibited inside temple precinct. Walking around temples or stupas is traditionally done clockwise. To avoid conflict photography is carried out after receiving permission from the object or person.

Public displays of affection between man and woman are scandalous. Nodding head and a slight dangling of head from left to right means 'Yes' while shaking head means a 'No.
Philippines

Filipino (Tagalog) and English are the official languages in the Philippines. The children in the Philippines begin learning English in grade one, so most of the population can speak and understand English.

Teachers Required – Native English Speakers

Education Level Required – Degree. Prefer TESOL Certified.

VISA – You need a prearranged employment visa; However, it must be shown that there are no local Filipinos or residents who are willing and competent to perform the labor or service for which the foreign national is being hired and that the latter’s admission would be beneficial to the public interest. This type of visa is subject to the approval of the Board of Commissioners of the Bureau of Immigration (BI) meeting en bane. Your employer should assist you in filing for a work visa. This may take up to three to six months to be approved.

Contracts: 6-12 month

Online Job Availability: low

Cost of Living: low

Busiest Period: All year round

Income: 30,000 PHP ($694.721 AUD) - 40,000 PHP ($926.295 AUD)
Exchange= 1AUD= 43.1852 PHP (Philippine Pesos)

Average Work Hours: 25-35 hours

Tutoring: AUD $3 per hour

Benefits: Medical Insurance, Paid Vacation,

Note: Polio, Typhoid vaccination recommended. Malaria exists throughout the year in certain areas below 600m in the Falciparum variety, which has been reported as being highly resistant to chloroquine.
Money

The currency of the Philippines is the Peso (PHP), which is divided into 100 centavos. Major credit cards are widely accepted in the cities and tourist destinations. Banks do not always accept travellers cheques, but a receipt of purchase is useful. ATMs are available in the major cities. US dollars are widely accepted in Manila and other tourist areas and are the easiest currency to exchange; otherwise Pounds Sterling can also be exchanged in banks and hotels. Banks open from 9am to 3pm, Monday to Friday, but their ATMs are open 24 hours. It is best to carry pesos when travelling outside of major centres.

Cultural Etiquette

Meeting and Greeting
Men and women shake hands with everyone present at a business meeting or social occasion and when saying "goodbye." Handshakes should be friendly and informal, but limp. Men should wait for women to extend their hand.

Body Language
• If Filipinos don't understand a question, they open their mouths. Raised eyebrows signify recognition and agreement.
• Laughter may convey pleasure or embarrassment; it is commonly used to relieve tension.
• "Yes" is signified by a jerk of the head upward. "No" is signified by a jerk of the head down. Since the Filipinos rarely say no, the non-verbal sign for "no" is sometimes accompanied by a verbal yes, which would still indicate "no."
• Staring is considered rude and could be misinterpreted as a challenge, but Filipinos may stare or even touch foreigners, especially in areas where foreigners are rarely seen.
• To Filipinos, standing with your hands on your hips means you are angry.
• Never curl your index finger back and forth (to beckon). This is an insult.
• To indicate two of something, raise your ring and pinkie fingers.
• To beckon, extend arm, palm down, moving fingers in scratching motion. Touch someone's elbow lightly to attract attention. Do not tap on the shoulder.
• "Eyebrow flash" -- a quick lifting of eyebrows -- is a Filipino greeting.
Corporate Culture

- Filipinos are relaxed about time. Meetings and appointments often begin late. Foreigners are supposed to be on time.
- A personal introduction by a mutual friend or business associate makes business arrangements much smoother.
- Establishing a personal relationship is important to the success of a business relationship. Trust and loyalty are central to developing relationships. Insincerity is easily detected and can ruin the relationship.
- Filipinos often have a "take it or leave it" attitude when it comes to selling prices. They may also may place less stress on the absolute selling price and place more emphasis on percentages, unit cost or rounded figures.
- Casual conversation may precede business discussions during meetings.
- Negotiations and business deals move slowly. A third-party go-between may be a good idea to relieve tension or give criticism. Do not allow meetings to go too long. Filipinos love to eat and their enthusiasm wanes when they are hungry.
- Communication is indirect, truth is diplomatically presented, manner is gentle, and the perception of the recipient is considered in all communications. All communication should be courteous, regardless of its content. The Filipino attempt to please may result in many unfinished projects.
- Filipinos find it difficult to say "no," disagree, reject or be confrontational, especially when a superior is involved. Expect an ambiguous or indirect answer -- not to deceive, but rather to please and avoid confrontation.
- Face-to-face meetings are preferred. Written communications might not be answered. Communication by mail or telephone is unreliable at best.
- Small bribes are occasionally used to cut through bureaucracies. This is illegal, but done quietly and often. Participate with caution.

Dining and Entertainment

- Most business entertaining is done in restaurants or clubs, preferably a good restaurant in an international hotel. During business entertaining, you may be asked to sing. Try to join in.
- A dinner invitation to counterparts and their spouses is appreciated before you leave the country. Don't bring your spouse to a business lunch. Lunches are generally for business discussions.
- Filipinos may view a dinner/party invitation as just a passing thought. They may answer "yes," but not take an invitation seriously. Phone to re-invite and remind. An R.S.V.P. may not be answered. It must be reiterated to be taken seriously. Don't accept an invitation unless repeated at least three times.
• People who have not been invited may turn up at dinner. They should be included graciously.
• Punctuality is appreciated but not demanded when attending social affairs.
• Getting drunk is considered greedy and rude.
• Toasts are common in the Philippines, especially at business meetings. Usually the host or lead of the visiting party initiates a toast.
• It is polite to decline the first offer of seating, food, drink, etc. Accept the second offer.
• Keep your hands above the table during dinner.
• Leave a small amount of food on your plate when you are finished eating. When finished eating, place your fork and spoon on your plate.
• The person who invites pays the bill.

Dress
• Filipinos are some of the smartest dressers in Asia. Dress well for most occasions.
• Men should wear a jacket and tie for initial meetings.
• Women should wear western dresses, skirts and blouses.

Gifts
• Gifts are not expected, but are appreciated. You may want to bring a small gift to your first meeting.
• Gifts are not opened in the giver’s presence. Thank the giver and set it aside.

Helpful Hints
• Speak softly and control your emotions in public. Make requests, not demands.
• Don’t be offended by personal questions. These are asked to show interest. Feel free to ask the same questions in return, especially about family.
• Verbal assault is a crime for which you can be charged.
• Never bring shame to a person. This reflects on his family. Personal goals are sacrificed for the good of the family.
• Never directly criticize anyone, especially in public. Never offer insincere comments or compliments.
• Especially for Women
• Foreign women will have little problem doing business in the Philippines.
• Men may make comments about women walking on the street. These should be ignored.
• A foreign woman should not pay a bill for a Filipino businessman. It would embarrass him and might harm the business relationship.
South Korea

South Korea now rivals Japan as the busiest EFL/ESL teaching destination in the Pacific Rim. With an estimated 100,000 institutes offering English lessons of some sort of another, you’d think the demand for native-speaking English teachers would be huge. It is!!!

**Teachers Required** - Native English Speakers & Non-native Fluent English Speakers.

**Education Level Required** - **DEGREE**. Prefer TESOL Certified.

**VISA** – Anyone intending to teach in Korea must apply for an E2 Work visa (valid for 1 year)
- Teachers who go to Korea on a Tourist visa to look for work must leave Korea if they subsequently find work and wish to apply for a Work visa.
- Working on a Tourist visa is strictly forbidden.

**NB:** When processing visa applications, Consulates require original university diplomas, transcripts and TESOL certificates.

**Contracts:** 6-12 month.

**Online Job Availability:** Abundant.

**Busiest Period:** All year round. Particularly University vacations in Jan-Feb, July-August.

**Cost of Living:** Low.

**Income:** 1.9million WON($2,377AUD)–2.5million WON($3,129AUD)
(Exchange=1 AUD = 799.431 KRW)

**Average Work Hours:** 20 - 35 hours.

**Tutoring:** $35AUD - $70AUD/hour

**Benefits:** Accommodation Supplied, Air-fare Reimbursed, Language Lessons, Free Lunch @ school, Transport, Bonus @ end of contract, Medical Insurance. (Dependent on contract and institution.)

**Notes:** To work in S.Korea, you need a degree, it is virtually impossible otherwise!
ESL/EFL teachers should be careful about accepting the first Korean job offer that comes their way. While Korea boasts some of the most attractive ESL/EFL teaching positions anywhere in the world, it is gaining a reputation for some of the worst. RESEARCH!!!

Korea is a highly Confucian society, and is consequently very hierarchical. The boss is the boss, and his authority should never be called into question. Be firm, but respectful in your dealings with your employer.

*** Expect a fair amount of 'flexibility' in the terms of your contract, but be firm with your employer if he expects too much flexibility.***

***Despite what some employers will tell you, there is no legal obligation for you to hand over your passport for the duration of your stay in Korea.***

**Money**

Korea's monetary unit is the won (KRW), divided into 100 chon. Currency can be exchanged at most banks, and travellers cheques cashed at authorised banks and hotels. Most merchants in the cities accept Visa, MasterCard and American Express credit cards, but Koreans traditionally prefer cash. ATMs at banks are usually accessible only during banking hours, and instructions on the machines are generally only in Korean. Public ATMs at convenience stores and subway stations are generally available 24 hours. US Dollars are an accepted form of foreign currency.

**Cultural Etiquette**

Greeting and saying thank you are very important to Koreans. These words are always said with a bow of the head. The depth of the bow depends on the relative seniority of the two speakers. As a related note, seniority grants one important/preferred status and respect in Korea. And, as such, you may often be asked somewhat personal questions about your age, education and marital status (sometimes- even wealth). these questions are not meant to pry or offend, just to determine your status and how you should be addressed. If uncomfortable, you may politely decline to answer.

**Friendship**

Koreans do not appreciate an overly outgoing style and they generally limit direct physical contact to a courteous handshake. As one gets to know Koreans better, a greater familiarity becomes possible and more physical contact is common among friends. In fact, foreigners are often quite surprised to see (usually young) men walking in the street with their arms around each other's shoulders and women walking hand in hand. Touching close friends while talking to them is perfectly acceptable, but public displays of affection between the sexes are regarded as unseemly.
Traditionally, Koreans sit, eat, and sleep on the floor, so shoes are always removed when entering a Korean home. (Nowadays, however, Koreans use western-style furniture - dining tables, chairs, beds, etc.) Bare feet can be offensive to older people, so it is best to wear socks or stockings when visiting families. Also, while foreigners will not generally be expected to do so, know that it is Korean custom to always bring a gift when visiting the home of another.

**Hospitality**

There is no such thing as going Dutch among Koreans. Thus, you must be prepared to be either the host or guest when dining or enjoying entertainment with Koreans. During birthday celebrations the birthday person hosts and buys his friends dinner, unlike our traditional birthday feast! (Lucky us, we are usually guests when with Koreans!).
Taiwan

Significant demand for native-speaking English teachers in Taiwan, with many of the ESL/EFL positions involving teaching younger learners. Require teachers to have at least some kind of TESOL qualification.

**Teachers Required** - Native English Speakers.

**Education Level Required** - DEGREE. Prefer TESOL Certified.

**VISA** – To work in Taiwan, all foreign ESL/EFL teachers need a Work permit. Applications for a Work permit must be accompanied by a signed contract from the prospective Taiwanese employer, and by documents of approval from the Taiwanese Ministry of Education.

**Contracts:** 6-12 month.

**Online Job Availability:** Abundant.

**Busiest Period:** All year round (particularly the June-August Summer-School period)

**Cost of Living:** Low.

**Income:** 1.9million WON($2,377AUD)–2.5million WON($3,129AUD)

NT$45,000 ($1,898 AUD) - NT$68,000 ($2,867AUD)

(Exchange=1 AUD = 23.7198 TWD)

**Average Work Hours:** 25-35 hours.

**Tutoring:** $21AUD - $30AUD/hour

**Benefits:** Accommodation Supplied, Air-fare Reimbursed, Language Lessons, Transport, Months Bonus @ end of contract. (Dependent on contract and institution.)

**Notes:** Taiwan remains a fascinating and rewarding place to spend a year or two teaching English. It offers many sightseeing opportunities and a diverse culture of food and festivities. It is also well located for future travel in and around the Asian region.
Money
The Republic of China’s unit of currency is the New Taiwan Dollar (NT$), which has four denominations in paper money and four in coins. Paper money comes in NT$2000, NT$1000, NT$500, NT$200, and NT$100 denominations. Coins come in NT$50, NT$20, NT$10, NT$5 and NT$1 denominations.

Cultural Etiquette

Appearance
• Conservative dress for men is changing rapidly to a more open style, due largely in part to the younger staff.
• Women should dress conservatively as well with a simple skirt and blouse.
• Causal activities should reflect a modest dress.
• Appearance should be neat and clean.
• Winking is inappropriate in any situation.
• Do not touch another person’s shoulders.
• Do not touch anyone’s head particularly the head of someone’s child. Children are held in very high regard in Taiwan.
• Do not touch or point at anything with your feet, they are considered dirty.

Behavior
• Business hours are very similar to Western countries and may sometimes be longer as the Taiwanese people are very hard working.
• Business relationships are based on respect.
• Meet face-to-face if possible.
• Elders make the decisions.
• Always include a senior executive in meetings.
• Candor is not appreciated.
• Divide topics into segments for presentations.
• Direct presentations to the senior ranking individual.
• Have all new products registered and or patented to avoid copying.
• Translate all written documents.
• Subtlety is key.
• Modify tone and volume as not to appear loud.
• Do not visit a home without an invitation.
• Do not discard food from your mouth back to your plate or bowl.
• Good topics during dinner include art, family, and Chinese sightseeing.
• Gift giving is common practice in business - see gift giving section.
• Good choices are items with your company logo on them for your first visit to Taiwan.
• Give and receive gifts with both hands.
• Gifts will not be opened in your presence.
• Food is a good gift.
• Avoid giving knives, scissors or cutting tools as they symbolize the cutting off of friendships.

Communications
• A nod of your head is an appropriate greeting.
• Handshakes are for casual meetings and introductions.
• Bowing slightly is a good way to show respect with your hands to your sides and your feet together - More Japanese than Chinese.
• Business has become westernized and both men and women shake hands.
• "Have you eaten?" is a standard greeting. It is more of a rhetorical question.
• Always wait for introductions.
• Punctuality is of great importance in Taiwan.
Thailand

Thailand bristles with ESL/EFL teaching opportunities and is without doubt one of the easiest places in Asia to pick up work. Despite the economic meltdown of the late 1990s, which saw so many businesses and investments go bankrupt, the demand for English remains buoyant.

**Teachers Required** - Native English Speakers.

**Education Level Required** – DEGREE & Non-degree. Prefer TESOL Certified.

**VISA** – All foreign ESL/EFL teachers require a Work permit for Thailand. Work permit applications must be accompanied by a written offer of employment from a Thai employer, and are only available to teachers with a university degree and a TESOL certificate. Applications for Work permits are sent to the Royal Thai Embassy in your home country.
- ESL/EFL teachers can also apply for a Non-Immigrant visa, which permits the visa holder to stay in Thailand for up to 90 days at a time. Applications for a Non-Immigrant visa must be accompanied by a written offer of employment from a Thai employer or by a Letter of Invitation from a Thai national. Many ESL/EFL teachers in Thailand opt for this kind of visa.
- Once they start teaching in Thailand, all foreign ESL/EFL teachers are supposed to get a Teachers Licence (for which a university degree and internationally-recognized TESOL certificate - eg, CELTA/Trinity Cert.TESOL - is required).
- Although illegal, many foreign teachers teach on a Tourist visa (which must be renewed every 60 days).

**Contracts**: 3-12 month. NB: Many ESL/EFL teachers in Thailand teach on a casual basis, without formal contracts.

**Online Job Availability**: Moderate.

**Busiest Period**: All year round. Particularly March-May.

**Cost of Living**: Extremely Low.

**Income**: 20,000($692AUD) - 80,000($2765AUD) Baht per month.
NB: It is common practice to negotiate upwards 10-30% of your initial salary offering.
International Schools invariably pay the highest rates

**Average Work Hours**: * 10-15 in a University * 20-36 in a Private Language institute.
**Tutoring**: $9AUD - $20AUD/hour 250-500 baht per (Exchange=1 AUD = 28.9379 THB)
Benefits: Accommodation Supplied, Air-fare Reimbursed, Language Lessons, Transport, Months Bonus @ end of contract. (Dependent on contract and institution.)

Notes: Opportunities exist in a number of areas: Public and Private Universities, Private Language Schools, International Schools, Teachers’ Colleges and Summer Camps. There is a huge demand for Business English in the Commercial sector, and for English for Younger Learners in the International and State Primary and Secondary schools. Recruitment for ESL/EFL teachers normally takes place locally, and turnover is high. This is more a reflection on the type of teacher that Thailand regularly attracts - ‘traveller-teachers’ looking to pick up a few weeks of English-teaching work on their way through South-East Asia - rather than inferior working conditions in the Thai ESL/EFL industry. But standards vary enormously between employers and an alarming number of private language schools close within a few weeks of opening.

Money
The currency of Thailand is the **Baht** which consists of 100 **Satangs**. Coins include 25 satang, 50 satang, 1 Baht, 5 Baht and 10 Baht pieces but the confusing fact about coins is that they are of different sizes for the same value coin and only the newer coins have Arabic numerals. The 5 Baht coin (silver with copper edge) and the 1 Baht coin (silver) each come in three sizes. The 10 Baht coin has a copper center with silver border, the 50 and 25 satang coins are copper colored, and both circulate in two sizes. Paper money is clearer since the notes have Arabic (as well as Thai) numerals and are color coded as well as of different sizes for different denominations - the larger the denomination the larger the size. 10's are brown, 20's green, 50's blue, 100's red, 500's purple and 1000 Baht notes are grey.

Cultural Etiquette
Thai value systems regarding dress, social behavior, religion, authority figures, and sexuality are much more conservative than those of the average Westerner. Although the Thais are an extremely tolerant and forgiving race of people blessed with a gentle religion and an easygoing approach to life, visitors would do well to observe proper social customs to avoid embarrassment and misunderstanding.
Thai people are extremely polite and their behavior is tightly controlled by etiquette, much of it based on their Buddhist religion. It is a non-confrontational society, in which public dispute or criticism is to be avoided at all costs. To show anger or impatience or to raise your voice is sign of weakness and lack of mental control. It is also counter productive, since the Thai who will smile, embarrassed by your outburst of anger or frustration is far less likely to be helpful than if you had kept better control of your emotions.

Revealing clothing, worn by either men or women, is a little disgusting to most Thais. Short shorts, low cut dresses and T-shirts and skimpy bathing suits come into this category. In temples, long trousers or skirts must be worn, and monks should on no account be touched in any way by women. Shoes should always be removed when entering temples and private houses. For this reason, most Thais wear slip-on shoes to avoid constantly tying and untying laces.

The head is the most sacred part of the body, so should not be touched. The feet are the least sacred, so when sitting they should not point at anyone - most Thais sit on the floor with their feet tucked under their bodies behind them. To point, particularly with foot, is extremely insulting.

Avoid touching Thai people, it is too intimate a gesture and an invasion of personal space.

When eating, it is considered very rude to blow your nose or to lick you fingers. The right hand must be used to pick up food eaten with the fingers.

Clothing from the lower parts of the body should never be left anywhere in a high position. This applies particularly to socks and underwear, but also to shorts and skirts. This is the case even when washing and drying clothes. Thais have two clothes lines - a high one for most clothes and a low one for underwear and socks.

Thais do not traditionally shake hand, the wai is the usual greeting. The hands are placed together as in prayer, and raised upwards towards the face, while the head is lowered in a slight bow. The height to which the hands should be raised depends on the status of the person you are waiing. In the case of monks, dignitaries and old people the hands are raised to the bridge of the nose, with equals only as far as the chest. Young people and inferiors are not wai, but nodded slightly to. You will be regarded as a little foolish should you wai to them.

When you consider that shaking hands, and kissing, are perhaps the easiest means of passing germs, the wai, is in fact a suitable greeting.
It is easy, entering a foreign culture for the first time, to make mistakes in etiquette. If you do so, just smile, wai the person you may have offended, and you are forgiven.

Thais are famous for their smiles. The Thai smile can say many things. Thais smile when they are happy, amused, embarrassed, uncertain, wrong, annoyed or furious. As westerners, we are not generally able to interpret the type of smile we are receiving but be aware that it may not mean what you think it means.

**Modest dress**
A clean and conservative appearance is absolutely necessary when dealing with border officials, customs clerks, local police, and bureaucrats. A great deal of ill feeling has been generated by travelers who dress immodestly. When in doubt, look at the locals an dress as they do.

Shorts are considered improper and low-class attire in Thailand, only acceptable for schoolchildren, street beggars, and common laborers …not wealthy tourists! Except at beach resorts, you should never wear skimpy shorts, halter tops, low-cut blouses, or anything else that will offend the locals. Long slacks and a collared shirt are recommended for men in urban environments. Women should keep well covered. Swim-wear is only acceptable on the beach.

**Emotions**
Face is very important in Thailand. Candor and emotional honesty - qualities highly prized in some Western societies - are considered embarrassing and counterproductive in the East. Never lose your temper or raise your voice no matter how frustrating or desperate the situation. Only patience, humor, and jai yen ( cool heart ) bring results in Thailand.

The use of the word 'heart' ( jai ) is very common in the Thai language, here are but a few examples: jai lorn - angry, nam jai - feelings, nork jai - unfaithful ( adulterous ) jai dee - good hearted, jai dum - black hearted,

**Personal space**
Thai anatomy has its own special considerations. Thais believe that the head - the most sacred part of the body - is inhabited by the kwan, the spiritual force of life. Never pat a Thai on the head even in the friendliest of circumstances.
Standing over someone older, wiser, or more enlightened than yourself - is also considered rude behavior since it implies social superiority. As a sign of courtesy, lower your head as you pass a group of people. When in doubt, watch the Thais.

Conversely, the foot is considered the lowest and dirtiest part of the body. The worst possible insult to a Thai is to point your unholy foot at his sacred head. Keep your feet under control; fold them underneath when sitting down, don't point them toward another person, and never place your feet on a coffee table.

The left hand is also unclean and should not be used to eat, receive gifts, or shake hands. Aggressive stances such as crossed arms or waving your arms are also consider boorish.

**A graceful welcome**
Thailand’s traditional form of greeting is the wai, a lovely prayer-like gesture accompanied with a little head nodding. Social status is indicated by the height of your wai and depth of your bow: inferiors initiate the wai, while superiors return the wai with just a smile, under no circumstances should you wai waitresses, children, or clerks—this only makes you look ridiculous! Save your respect for royalty, monks, and immigration officials.

The ‘wai’ can be used to great effect on foreigners. Imagine if you will that you have just arrived from a delayed 12 hour flight, you are hot, tired, and somewhat short tempered. You arrive at your hotel to be greeted by the beautiful ‘wai’, this graceful unexpected gesture can easily dispel your short temper, making you content ( sabai jai )
Vietnam

English language learning - like tourism - has been late coming to Vietnam. But spurred on by the needs of its rapidly growing tourism industry, and by the possibilities of international trade in the region, the demand for English has never been greater.

**Teachers Required** - Native English Speakers.

**Education Level Required** – DEGREE & Non-degree. Prefer TESOL Certified.

**VISA** – All teachers intending to work in Vietnam need to apply for a Work/Business visa, which the employer normally arranges prior to the teacher’s arrival in Vietnam.
- Teachers who arrive in Vietnam on a Tourist visa subsequently find work may have to leave the country (eg, to Thailand or Cambodia) to apply for a Business visa. However, there are often ways around this.
- Many teachers work on a Tourist visa, despite the risk of heavy fines and deportation if caught.

**Contracts:** 3-12 month.

**Online Job Availability:** Moderate.

**Busiest Period:** All year round. Early March - early May Early July - early Dec.

**Cost of Living:** Low.

**Income:** US$15($22AUD)-$25($36AUD) per hour, A good school or University (normally requires TESOL qualification). The government is also taking this stance. US$8($12AUD) - $16($23AUD) per hour, in smaller, less reputable language schools.

(NB: Salaries may be significantly lower outside HCMC and Hanoi)
(1 Australian Dollar (AUD) = 10,691.8 Vietnamese Dong (VND)

**Average Work Hours:** 22-25 hours.

**Tutoring:** US$12($18AUD) -US$30($43AUD) per hour

**Benefits:** Accommodation Supplied, Air-fare Reimbursed, Language Lessons, Transport, Months Bonus @ end of contract. (Dependent on contract and institution.)
Notes:
1. Many Vietnamese private language schools and universities do not issue 'written' contracts. The fact that many ESL/EFL teachers freelance between different schools often means that teachers' hours are guaranteed only for the duration of the current course.
2. Split shifts are very common, with few language schools running afternoon classes.
3. Paid vacations and paid preparation time are almost unheard of in Vietnam.

Money
The currency of Vietnam is the Dong. There are banknotes of 200 Dong, 500 Dong, 1,000 Dong, 2,000 Dong, 5,000 Dong, 10,000 Dong, 20,000 Dong and 50,000 Dong.

Exchange
In the middle of 1995 the exchange rate for one US Dollar in Vietnam was roughly 11,000 Dong. The extraordinarily low value of the currency unit makes you a Dong millionaire with only US $100 in your pocket. (Just for the record: in Turkey where one US Dollar exchanges for some 32,500 Turkish Lira, 35 US Dollars are enough to become a Lira millionaire.) Over the years, the Dong has lost enormously in value. At the beginning of 1991 the parity was 8,000 Dong per US Dollar, in 1989 it stood at 3,500 Dong per US Dollar.

When the Dong had more value, at least officially, there was a black market where Dongs were sold at a substantial discount. With the Dong devaluated, black market rates are only marginally better than those offered at banks. You may exchange Traveller Cheques in Saigon, Hanoi and larger provincial cities at the branch offices of the Vietcombank and the Vietnamese overseas export company Cosevina. It's easiest to exchange Traveller Cheques issued in US Dollars.

Outside the cities and tourist centres you will have almost no chance to exchange Traveller Cheques. You may find somebody willing to buy US Dollar banknotes but the exchange rate will be worse than in the cities. Contrary to what is the case in Cambodia, it is not necessary to carry US Dollars in small denominations as alternative currency for day-to-day transactions. Even though you will first have to get used to the high figures, it is always best to pay bills in Dong.

Credit cards are by far not as well introduced as for instance in Thailand. Visa is the most widely accepted card; at some places in Saigon, you may charge to your Mastercard.

Cultural Etiquette
GREETINGS
To address people formally, use Mr. or Ms. or a title plus the first name. There are several titles of respect in Vietnamese, but they aren't used in English. "Thua" (meaning please) is added in front of the first name to show respect and it’s also a polite way of getting attention. Women do not shake hands with each other or with men. Physical contact between grown-up relatives or friends (both males and females), or between the same or opposite sexes, is not a common sight. Many may greet by bowing slightly to each other, they may join hands. Usually, higher ranking people are greeted first (the family head).

LANGUAGE
Vietnamese is basically a monosyllabic language having six tones, which give the language a sing-song effect. A word can be repeated with any one of six tones to indicate six different meanings. For example, the word ma has six different meanings according to the tone which the word carries: phantom, ghost; cheek; but, which, who; tomb; horse; young rice seedling.

Vietnamese has three basic dialects, all are generally understood by most Vietnamese speakers. It is very different from English; verbs do not change forms, articles are not used, nouns do not have plural endings, there are no prefixes, no suffixes, no definitives and no distinction among pronouns. Its complex vocabulary reflects basic cultural values.

Many refugees of the first wave are bilingual. Older urban people may speak some French, and those who had government jobs in South Vietnam speak some English, or are even fluent.

* Note: For the Vietnamese living abroad, the traditional etiquette changes slightly adapting to the western etiquette. Vietnamese culture is concerned more with status (obtained with age and education) than with wealth.

GENERAL ETIQUETTE
Breaking a promise can be a serious violation of social expectation. It is very difficult to re-establish a lost confidence. When inviting a friend on an outing, the bill is paid for by the person offering the invitation. Vietnamese may not take appointment times literally, and will often arrive late so as not to appear overly enthusiastic. Speaking in a loud tone with excessive gestures is considered rude, especially when done by women. Summoning a person with a hand or finger in the upright position is reserved only for animals or inferior people (lower rank). Between two
equal people it is a provocation. To summon a person, the entire hand with the fingers facing down is the only appropriate hand signal.
The elderly grandparents and parents are taken care of until they die. Only a few urban people, influenced by Western customs, celebrate birthdays, since that occasion is not a Vietnamese custom. Nor do Vietnamese send Christmas cards. Wedding and funeral ceremonies are important events and are usually performed with solemn and traditional rituals.
Modesty and humility are emphasized in the culture of the Vietnamese and deeply ingrained into their natural behavior. Therefore, bragging is often criticized and avoided. When being praised for something, a Vietnamese often declines to accept praise by humbly claiming that he does not warrant such esteem. The Vietnamese do not customarily demonstrate their knowledge, skills, or possessions without being asked to do so.
The majority of Vietnamese women never sip alcohol and usually shy away when alcoholic beverages are offered to them. Drinking women are despised in our society. Drinking problems are rare and practically nonexistent among women.
While smoking has gained wide acceptance among men, very few Vietnamese women smoke; those who do are generally older women. Women's smoking, in public has been traditionally considered something "unusual."

NAMES, NAMING
Traditionally, Vietnamese people list their family name first, then their middle name, with their first (given) name listed as last. Family members use different given names (first names aren't passed down), and the name reflects some meaning. Most names can be used for either gender. Many in the US have adopted western customs of naming.

DISPLAYS OF RESPECT
To avoid confrontation or disrespect, many will not vocalize disagreement. Instead of relaying negative communication, people may not answer a question.
It is disrespectful to touch another person's head. Only an elder can touch the head of a child.
When getting a praise, people usually smile instead of saying "thank you". A smile is like a silent "thank you". Most people are very modest and deflect praise.
Insults to elders or ancestors are very serious and often lead to severed social ties.
Croatia

Due to the war, the country had been plunged into economic and political depression and its people were faced with only one way out: to invest in themselves. For many, this meant learning or improving their English, the language of commerce and tourism. Teaching opportunities exist for suitably qualified teachers from any native English-speaking background.

Teachers Required – Native English Speakers

Education Level Required – Degree. TESOL Certificate required

VISA – A work permit is required, which is issued by the Employment Institute – Zagreb Central Office and at the request of an employer. A work permit is only granted on condition that there are no persons in the files of unemployed persons at the Employment Institute meeting the requirements requested by the employer for entering employment, and in accordance with the labor market policy in the Republic of Croatia

Contracts: 1 year

Online Job Availability: low

Cost of Living: lower than in other European Countries

Busiest Period: all year round

Income: income $280-$600 AUD per month

Average Work Hours: 25- 30 hours

Benefits: accommodation provided, one-way airfare included

Tutoring: available

Note: If you are not staying in official tourist accommodation you must register with the local police within 24 hours of arrival (in Zagreb you should register at the Police Station at Petrinjska 30). Everyone must be able to show proof of identification when asked - carry your passport and keep a photocopy of your passport details in a safe place. ATMs are numerous and are available everywhere.
Notes: Many schools only offer part-time contracts. This has meant that teachers often need to supplement their income with private lessons (which are fortunately easy to find). Czech Secondary schools have now started recruiting qualified ESL/EFL teachers for one-year appointments, often with subsidized/cheap accommodation thrown in. Few schools state a preference for British or American English, though most require a university degree and a 4-week TESOL Certificate course as minimum qualifications.

Money
The official unit of currency is the Kuna (HRK). One Kuna is divided into 100 Lipa. ATMs are plentiful throughout the country and banks, authorised bureaux de change, post offices or most hotels will exchange foreign currency or travellers cheques. Banks open Monday to Saturday and some banks also open on Sundays in the main cities. Major credit cards are widely accepted at the main hotels and restaurants, and may be used to draw cash from ATMs, which are widely available in Zagreb.

Cultural Etiquette
People stand close to one another and talk loudly. Strangers stare openly at one another. Formality is maintained in language and behavior when people do not know each other well. Strangers nod their heads in passing. In stores, offices, and places of business, people use formal language for greetings and good-byes. Failure to greet someone in a context that requires a greeting and an overly familiar greeting are serious breaches of etiquette. People who are on friendly terms greet each other more informally and usually kiss on both cheeks. Men and women kiss, women and women kiss, and men kiss other men who are family members or very close associates. Young people are expected to offer the first greeting to older people, and women to men. The formal “you” is used unless people are age mates, good friends, or coworkers or have reached a stage where the dominant person invites the person of lesser status to address him or her informally.
Czech Republic

(Need EU PASSPORT) – Private English language schools - both foreign and locally-owned - are sprouting up everywhere. Particularly in Prague. Some ESL/EFL teachers now complain that the sheer number of English teachers looking for work in the capital has pushed down salaries and pushed up rents. A lot of these teachers are fleeing to the provinces, and to the quieter cities of Pilsen and Brno. NEED EU Passport!!!

Teachers Required - Native English Speakers.

Education Level Required – DEGREE. Prefer TESOL Certified.

VISA – All foreign nationals need a work permit. It is almost impossible to find a language school that will employ you without one. - It is possible to look for a job on arrival, then apply for a work and residency permit after securing a job. However, the application process can take several weeks. - Most teachers secure a job before they arrive in the Czech Republic. The employer will then arrange the paperwork from the Czech Republic.

Contracts: 2-9 months. Part-time contracts are very common. Many teachers work for 2-3 language schools at a time. Many schools do not offer ‘official’ contracts of employment.

Online Job Availability: Low.

Busiest Period: Beginning September – End of June.

Cost of Living: Low.
Income: 16,000kc($893AUD)-24,000kc($1339AUD) per month, for a 25-hour week (less in the State sector) (1 AUD = 17.9290 CZK)

Average Work Hours: 15-30 hours.

Tutoring: 300kc($17AUD) – 500kc($28AUD)

Benefits: Accommodation Unlikely, No Airfare from Australia. (Dependent on contract and institution.)
Money
Czech crown (ceska koruna) is divided into 100 hellers (haler), you can see signs of Kč (czech crown) and h (heller).
Coins have values of 10, 20 and 50 h; 1, 2, 5, 10, 20 and 50 Kč.
Banknotes have values of 20, 50, 100, 200, 500, 1000, 2000 and 5000 Kč.

You can exchange your money in many banks, change places. But do not change you money on the "black market", simply hand to another. You will not have any guarantee of the fact the money are valid.

Cultural Etiquette

1. Meeting, greeting and saying goodbye.
One of the things you'll immediately notice in the Czech Republic is that people say hello and goodbye to complete strangers in various situations, and if you come from an English-speaking country this can take a little getting used to.

For example, if you enter or leave a shop you should say Dobrý den/Dobrý večer (Hello/Good Evening) or Na schledanou (Goodbye) respectively. Obviously in larger shops such as hypermarkets you don’t need to greet people as you enter, but you should certainly acknowledge the person at the counter. And if you’re sharing a table with strangers in a restaurant or pub it’s common courtesy to greet the people sitting there. The same goes for lifts, and also compartments in trains. And in some ordinary trains, which usually don’t have compartments, you'll notice people saying goodbye to each other if they’ve had some form of contact, whether it be a brief conversation or if one person has helped another in some way, e.g. with a suitcase.

The idea behind all this is that you’ve acknowledged somebody’s presence in an enclosed space, and it’s quite polite when you think about it. Although it will feel strange at the beginning, soon it becomes a reflex, and when you go back to your home country you’ll find you’ll have to stop yourself doing it automatically when entering a shop, lift etc. When it comes to comes to physical contact you’ll notice that Czechs tend to shake hands a lot, and the more touchy-feely approach to meeting and greeting common in Mediterranean countries is not usual here. Shaking hands is a standard form of greeting. It’s also usual when saying goodbye.
2. The footwear question
The Czech obsession with taking your shoes off indoors and then selecting appropriate footwear for wearing inside the house could form the basis of years of scientific study. You’re bound to come across this trait, so it’s important to know what to do. Basically you should take off your outdoor shoes when entering a Czech flat or house. Your host may tell you it’s okay, not to worry, but it’s normal practice to change your footwear. Even if you’re told to keep your shoes on you should at least go through the motions of taking them off – it shows good manners. Your Czech hosts will have rows and rows of indoor footwear neatly arranged near the front door or in a box for shoes called a botník. They’ll offer you indoor something to put on your feet, often sandal-like footwear. Sometimes people wear indoor footwear at work too.

3. Visiting
The etiquette for visiting friends for a meal or similar situations is broadly similar to that in other countries, although there are certain points to bear in mind. A suitable gift could be some chocolates or other food item, or a bottle of wine. Flowers, especially roses, might be a bit a less safe option given their romantic connotations. If however you think it’s acceptable to bring flowers, avoid buying an even number of stems or chrysanthemums – traditionally they are put on graves.
If you have guests, it’s considered polite to open their gift straight away. When to leave after visiting very much depends on the situation, but don’t stay too long into the evening. Around 10pm might be considered a suitable time to be on the safe side.

4. Food and drink
As with visiting, food and drink traditions are similar to the UK, although When eating you should always wish your fellow diners dobrou chut’ . There is no equivalent to this term in English, although Bon Apetit is the closest. It’s a good idea to praise the food and to take a second helping (even if you feel full).In cheaper restaurants napkins are little more than scraps of paper. It’s usual to leave them on your plate after you’ve finished the meal. In more sophisticated establishments the napkin is more substantial (made of cloth) and its usual to put it on your lap and then leave it on the table at the end of the meal.
The common toast is Na zdraví! (To your health!). You’re supposed to look into the eyes of the person you are toasting.
If you have guests, when refilling wine glasses you could ask whether the person wants more wine before replenishing their glass.
5. Titles and Names
Like the rest of former Habsburg Europe, Czechs are obsessive about academic titles, and take every opportunity to let people know if they are magistr, inženýr or whatever. Knowing how to use the titles can be quite baffling, and I still get confused about how to address people. But the main thing is that you should be aware of the Czech predilection for academic titles – forearmed is forewarned. If in doubt ask a Czech to help you choose the right form of address.

Related to this is the issue of using formal address. Like many other European languages, Czech has a formal and informal form of address, like German Du and Sie and French Tu and Vous. Actually knowing when to use ty (you – informal) and vy (you – formal) can be complex – you may have worked with a person for years and know them well, but still refer to them formally. But to be on the safe side always use vy until the other person says the more informal term can be used.
Estonia

There is an increasing number of ESL/EFL teachers working in Estonia's universities and private schools, though most institutions now require all English language teachers to hold an internationally recognized TESOL certificate. Estonia may still be regarded as a minnow in terms of ESL/EFL teaching destinations, but that image is unlikely to last.

**Teachers Required** – Native English Speakers

**Education Level Required** – Prefer TESOL Certified.

**VISA** – You must be offered a job in Estonia before you can apply for a Work permit. Your employer will apply for your Work permit on your behalf.

**Contracts**: 9 month – 1 year

**Online Job Availability**: low

**Cost of Living**: low for European standard

**Busiest Period**: Sep-June

**Income**: very low, above the cost of living

**Average Work Hours**: 20-30 hours

**Benefits**: airfare and accommodation not paid, unless sent out to Estonia by an institution like International House.

**Tutoring**: Common. And needed to supplement

**Note**: It is advisable to arrive in Estonia before winter takes hold in November. Health insurance is recommended. The British Council in Tallin can provide a list of Private language schools in Estonia.
Money
The Estonian KROON (EEK)
In Estonia, the currency in use is the Estonian Kroon (EEK). The Kroon is divided into 100 Senti.

There is a fixed rate of exchange against the Euro - EKK 15.647 = Euro 1.

Cultural Etiquette

Estonians are socially introverted and maintain a distance in public and private spaces. People move relatively quickly, seldom make eye contact, and talk in hushed tones in public. Russians are perceived as being loud, boisterous, and not respectful of personal space.
France

(Need EU PASSPORT) – Teachers who do not hold an EU passport will have trouble finding work legally in France. In reality, the supply of work has not always been able to keep up with the demand among the thousands of ESL/EFL teachers who head for France every year seeking work. But the last few years have seen a reversal of this trend, with many English language schools now experiencing critical shortages of teachers.

**Teachers Required** - Native English Speakers.

**Education Level Required** – **DEGREE.** Prefer TESOL Certified.

**VISA** – ESL/EFL Teachers who hold an EU passport need a work/residency permit (Carte de Séjour) to live and work in France. This should be applied for within 3 months of arriving in France, or as soon as you find a job. Applications for a Carte de Séjour should be made at the nearest Police Station (Préfecture de Police).
- Teachers who do not hold an EU passport should apply for a work permit before they leave their own country. It is highly unlikely that you will be approved!!!
- Work Holiday visa is one year. You must be under 30 years of age. You can only work max of 20 hours. You can only work 3 months then you must have a break of three months. You then must start with a different employer for another three months and then break again for three months.

**Contracts:** 9-12 month

**Online Job Availability:** Low.

**Busiest Period:** Mid/Sep - End/May.
Note: Everything shuts down in France from July 14 - August 14.
English teaching work can be very sporadic during the June-August Summer months

**Cost of Living:** High.

**Income:** EUR1,400($2453AUD)-EUR1,800($3153AUD) per month. Vary enormously.
- Freelance teachers should not be working for less than EUR15($27AUD)-18($32AUD) per hour.
(1 AUD = 0.570924 EUR)
**Average Work Hours:** 24-30 hours.

**Tutoring:** EUR9 ($16AUD)-EUR45 ($79AUD) per hour. Very common. Dependent on which part of France you are teaching in.

**Benefits:** Accommodation Unlikely, No Airfare from Australia. (Dependent on contract and institution.)

**Notes:** Teachers with Business English experience and a knowledge of French will have the pick of the jobs. More and more English language schools are stipulating that teachers have an internationally recognized TESOL Certificate.

YOU MUST HAVE AN EU PASSPORT!!! YOU ALSO NEED TO BE THERE FOR INTERVIEWS!!!

*Non-French nationals must take the secondary school teaching certificate (CAPES) to be able to teach in state schools.

**Money**
The currency in France is the Euro (since 2002). Credit and international payment cards are accepted almost everywhere.

French cards have a microchip so UK cards often take longer to process. Check your card will work in cash machines before travelling and how much commission your bank will charge.

**Cultural Etiquette**

**Appearance**
The French are very conscientious of their appearance. Dress conservative and invest in well-tailored clothing.

Patterned fabrics and dark colors are most acceptable, but avoid bright colors.

French businessmen do not loosen their ties or take off their jackets in the office.

Women should also dress conservatively. Avoiding bright or gaudy colors is recommended.

Women should also avoid any glitzy or overpowering objects, such as flashy jewelry.
Communications
French is the official language in France.
If you do not speak French, it is very important that you apologize for your lack of knowledge.

Most individuals in business speak English.
The French have a great appreciation for the art of conversation.
The French frequently interrupt each other, as the argument is a form of entertainment.

The French often complain that North Americans lecture rather than converse.

Be sensitive to the volume of your voice. Americans are known to offend everyone in a restaurant, meeting, or on the street with their loud voices and braying laughter.

Eye contact is frequent and intense, and can often be intimidating to North Americans.
(Need EU PASSPORT) – For ESL/EFL teachers who do not hold an EU Passport, Germany offers some of the best prospects for working legally in continental Europe.
Most German institutions will not employ ESL/EFL teachers who do not have an internationally-recognized TESOL certificate.
Commercial/Business experience and a working knowledge of German will greatly help your chances of securing work.
Invariably, ESL/EFL teachers in Germany end up working on a freelance basis for 2 or 3 different schools.

Teachers Required - Native English Speakers.

Education Level Required – DEGREE. Prefer TESOL Certified.

VISA – All EU passport holders are eligible for work in Germany, but must register with the local authority for an ID card and residence permit within 12 weeks of starting work.
- Non-EU citizens generally need to find a job and arrange a work permit before they arrive in Germany.
- Upon finding accommodation, foreign teachers must register at the Civic Office to receive a Residence permit Applications must be accompanied by a letter of Confirmation of Employment from the teacher's employer.
- It is easier for Americans to obtain work permits for Germany than for almost any other European Union nationals.

Contracts: 1 year (normally with a 3-month probation period)

Online Job Availability: Low.

Busiest Period: Sep-June.

Cost of Living: High.

Income: - In-company work: EUR18($32AUD)-EUR30($53AUD) per hour.
- Private Language schools: EUR11($20AUD)-EUR20($35AUD) per hour.
- Night Schools: EUR20($35AUD)-EUR25($44AUD) per hour.
NB: (Adult Education colleges) offer some of the better salaries. (1 AUD = 0.570924 EUR)
Average Work Hours: 20-26 hours.

Tutoring: EUR9 (16AUD)-EUR45 (79AUD) per hour. Very common. Dependent on which part of Germany you are teaching in.

Benefits: Accommodation unlikely, No Airfare from Australia. (Dependent on contract and institution.)

Notes: The information pamphlet ‘Teaching in Germany’ is available from most German Embassies in English-speaking countries. Smart dress and good references are essential at job interviews in Germany.

Many employers expect ESL/EFL teachers to have a driving licence so that they can travel by car (where necessary) between teaching assignments. The best time to look for work in Germany is during the summer months of July and August, when German companies are recruiting for the September/October intake.

Money
The Deutsche Mark (DM) is the currency in use. The DM is divided into 100 pfennigs.
Notes and coins of the following denominations are in circulation:

Coins
- The DM appears in denominations of DM 10, 20, 50, 100, 200, 500 and 1,000.

Notes
- Coins appear in denominations of DM 1, 2, 5 and in denominations of 50 pfennings.
Cultural Etiquette

Appearance
Business dress in Germany is very conservative. Businessmen wear dark suits; solid, conservative ties, and white shirts. Women also dress conservatively, in dark suits and white blouses. Chewing gum while talking to someone is considered rude. Don't be surprised if occasionally you see a fashion statement with white socks being worn with a dark suit.

Communications
German is the official language. Approximately ninety-nine percent of the population speaks German. However, there are several different dialects in the various regions. Germans love to talk on the telephone. While important business decisions are not made over the phone, expect many follow up calls or faxes. Germans guard their private life, so do not phone a German executive at home without permission.

Titles are very important to Germans. Do your best to address people by their full, correct title, no matter how extraordinarily long that title may seem to foreigners. This is also true when addressing a letter.
Greece

(Need EU PASSPORT) – There is a huge demand for English - and consequently ESL/EFL teachers - in Greece. Foreign teachers should not consider looking for work in Greece unless they have a University degree and an internationally recognized TESOL certificate. A knowledge of Greek will also boost your job chances considerably.

Teachers Required - Native English Speakers.

Education Level Required – DEGREE. Prefer TESOL Certified.

VISA - ESL/EFL teachers who hold an EU passport can legally work in Greece and no longer need to obtain a Residency permit. For non-EU passport holders, Residency permits can be applied for from the police stations in the main cities.

- All foreign ESL/EFL teachers are supposed to obtain a Teacher’s Licence to work in Greece. In reality, some teachers are asked to apply for this licence, others are not. The application process is notoriously complex; applicants must have their degree certificate and TESOL certificate/diploma translated into Greek, and will also need to have an X-ray and health check-up shortly after arriving in Greece.

- ESL/EFL teachers who do not hold an EU passport must first have an offer of work from a Greek school before they can apply for a work permit from their nearest Greek consulate. These permits can take 1-2 months to come through.

Contracts: 8-9 month

Online Job Availability: Low.

Busiest Period: Sep-June.

Cost of Living: Low.

Income: - EUR450($789AUD)-EUR750($1314AUD) per month. (1 AUD = 0.570924 EUR)

- Basic salaries in Greece are normally supplemented by compulsory bonuses and index-linked rises. All employees in Greece are legally entitled to Christmas and Easter bonuses, based on the number of days the employee has worked during the year. These bonuses generally equate to 1 month’s pay.
- Approximately 3 times a year, the Greek government releases a figure for ATA. This is an inflation-linked rise which ESL/EFL teachers are also entitled to. It can mean a significant salary increase in times of high inflation.

**Average Work Hours:** 28-32 hours.

**Tutoring:** EUR9 ($16AUD)-EUR20 ($35AUD) per hour. Very common. Most ESL/EFL teachers end up doing a few private lessons each week to supplement their basic wages.

**Benefits:** Accommodation Unlikely, No Airfare from Australia. (Dependent on contract and institution.)

**Notes:** Beware of employers who engage in the illegal practice of deducting your accommodation costs from your gross salary, then calculate your mandatory bonuses as a percentage of your net salary.

**Money**
**Currency:** euro (EUR), formerly Drachma (dr)

**Cultural Etiquette**

**Meeting and Greeting**
Shake hands with everyone present--men, women and children--at a business or social meeting. Shake hands again when leaving. Good friends are most likely to embrace and kiss.

**Body Language**
Greeks are very demonstrative and affectionate. Nodding your head "yes" is not polite; say "yes" instead. "Yes" is signified by a slight downward nod of the head; “no” is a slight upward nod of the head. The “O.K.” sign is a rude gesture; "thumbs up" means O.K.

**Corporate Culture**
Punctuality is not particularly important in Greece, but foreigners are expected to be on time for business meetings, even though his/her Greek counterpart may be late.

Greeks want to get to know you before they will do business with you. Business meetings will usually begin with general conversation before business is discussed.
Trust is a major ingredient for acceptance and is much more important than qualifications, expertise or performance. Greeks and may be slow to trust foreigners.

Greeks distrust written communications. Put everything down on paper and get the appropriate signatures. Letters/memos are often stiff and formal.

Avoid telephoning unless it is impossible to meet. Personal, face-to-face contact in all matters is vital to communications. There is one boss, and he/she takes complete responsibility. The boss is the owner or the owner’s most trusted employee.

Meetings are often forums for expressing personal opinions (usually contrary) or to inform the group about what is taking place; they seldom have a formal agenda.

Consensus is important and meetings may last or be reconvened until unanimity is reached.

The official work day starts early, ends at lunch and may start again at 5:00 p.m.

**Dining and Entertainment**

Arrive at least 30 minutes late for a dinner party. 8:00 means "after 8:00." Greeks are extremely generous hosts. Greeks may share the bill with the host, but a foreigner should not try to do so. The person who extends the invitation pays. Eat everything on your plate. If you cannot eat everything on your plate, you must tell the hostess that it is too much food the moment you are given your plate. At that time, your plate with either be brought back to the kitchen and some food taken off, or the hostess will insist that you try to eat what you can. Eat more, stay longer or do whatever a host insists upon. The offer will be very sincere.

Try to join in Greek dances. It is greatly appreciated. Business dinners are social occasions. Follow your host's lead as to whether or not business is discussed at dinner. Be extremely careful of your wine intake.

**Dress**

Dress is more informal than in most European countries. Women most often wear dresses.
**Gifts**
Always bring the hostess a gift when invited to someone's home. Give: expensive wines, brandy, pastries, whiskey, cut flowers. Do not give: inexpensive wines, knives, sharp objects.
Business gifts are commonly exchanged among business colleagues. Give: expensive wines, something for the home, Greek handicrafts, gifts with company logo. Do not give: inexpensive wines, sharp objects.

**Helpful Hints**
The Greeks “pass” time, not “use” it.
Expect Greeks to ask personal questions, such as "Are you married?" or "Do you have children?" This is not considered rude, but an attempt to get to know you personally.

**Especially for Women**
Foreign women will find Greece a good place to do business.
Women’s opportunities in business depend on their connections, the same as for men.
It could be a problem for a foreign woman to invite a Greek man to lunch or dinner. Invite others along as well or, if for dinner, invite his wife.
A Greek man will always try to pay, but if you make arrangements beforehand and are insistent, he will probably give in.
Holland

Holland has over 50 bilingual State schools. A university degree and TESOL qualification is usually enough to qualify teachers for work in one of these 'two-language' institutions. Main TEFL regions: Amsterdam, Rotterdam, Den Hague.

**Teachers Required** – Native English Speakers

**Education Level Required** – Degree. Prefer TESOL Certified.

**VISA** – EU citizens are eligible for employment. Non-EU citizens require a written letter of employment to obtain a work visa, the application must be accompanied by a written offer of employment.

**Contracts**: 9-12 months,

Note: Private Language schools do not generally offer contracts. Instead, they rely on long-term freelance teachers, many of whom work for a number of different institutes

**Online Job Availability**: low

**Cost of Living**: similar to the other Western European Countries

**Busiest Period**: Sep-June

**Income**: 20 ($32.7150 AUD) -35 Euro ($57.2547 AUD) per hour

Exchange: 1AUD = 0.611406 Euro

**Average Work Hours**: 12-24 hours

**Tutoring**: Common. 15($24.5448 AUD)-35 Euro ($57.2547AUD)

**Benefits**: no airfare, accommodation paid

**Money**

**Single European currency (Euro)**

The Euro is now the official currency of 12 EU member states (including The Netherlands). The first Euro coins and notes were introduced in January 2002; the Dutch Guilder was in circulation until 28 January 2002, when it was completely replaced by the Euro. Euro (€) = 100 cents. Notes are in denominations of €500, 200, 100, 50, 20, 10 and 5. Coins are in denominations of €2 and 1, and 50, 20, 10, 5, 2 and 1 cents.
Cultural Etiquette

Social space and interaction
Introducing yourself
One of the first things that you will notice, is that people do not always introduce themselves very well. On other hand, it is generally appreciated if you take the initiative to introduce yourself. This may be different when you meet someone who is older or in some way senior to yourself. In this case, it is polite to wait until the other approaches you.

The three times kissing ritual
When you meet a person whom you do not know that well, you can just shake hands, and next time a simple “goeiedag” or ‘hallo’ will do. But for good friends and family, there is the kissing-ritual. Ladies first give each other three kisses on the cheek (right-left-right). Then the men follow, kissing a lady three times on the cheek and shaking hands with the men. The same ritual starts all over again when you leave. However, beware that not everyone likes to be kissed. When in doubt, don’t!

Talking and social space
The Dutch have a very direct manner of speaking, especially when expressing their opinions. Also, they tend to talk with very short pauses, so that you hardly have time to interrupt. This can sound very rude when you are not used to it.

You will also notice that Dutch people have a tendency to stand rather close to each other when standing in line. When this makes you feel uncomfortable, just keep in mind that many Dutch people don’t appreciate this either. On the other hand, their personal social space is much wider and less intimate. Dutch people are rather reserved at first about their private life. But, once you get to know them better and they do discuss their personal lives, there are not many non-discussable subjects.

Phone calls
In the Netherlands it is considered rude not to say your name when answering the phone, or when making a phone call.
Liberated women
In the Netherlands women do not have to be accompanied by a man to go somewhere. Therefore, men can not assume that girls are interested when they are alone. Their casual style of dress and interaction are considered normal in Dutch culture and they should be treated with respect.

Social Visits

Appointments
While among students it may be normal to drop by unannounced, Dutch people in general do not like unexpected visits. Beware that they may want time to prepare themselves for the occasion. When you want to visit them at home, it may be a good idea not drop by just like that, but to call first.

You will notice that Dutch people, including students, use their “agendas” (diaries) quite a lot. In general it is not necessary to re-confirm appointments. Moreover, as long as you haven’t cancelled, Dutch people will assume that the appointment still stands, even if it was made long ago. So, they will expect your visit at the time and date agreed.

Wait to be served
When you visit them at their homes, it is polite to wait to be served. After the first serving, they will probably encourage you to help yourself, and then it is o.k. to do so, but it may not be appreciated if you are too forward. Even most of the time at parties like birthdays, it is customary that the host serves the guests. So, when Dutch people visit you, do not forget to offer a second round of drinks, because they may not help themselves.

Gifts
When you come for a visit at someone’s house it is appreciated if you bring a gift, e.g. wine, flowers or chocolates. This is also appreciated on other occasions such as parties and birthdays. Gifts are generally small and not lavish, except for family or good friends. The receiver opens the gift immediately.

Gezellig & Gezelligheid
A typical Dutch word indicating a warm atmosphere is the word gezellig. Translating the Dutch words gezellig en gezelligheid could be done with the words ‘cozy’ and ‘coziness’. But the meaning is more intense than the word ‘cozy’ expresses. To the Dutch the word refers to a warm and amicable atmosphere in which everybody is cheerful and happy.
Hungary

(Need EU PASSPORT) – English is compulsory for so many Hungarians that the demand is enormous in both Public and Private sectors. The capital city alone has over 100 private language schools, and the number continues to grow. But like Prague, Budapest, is beginning to suffer from a glut of ESL/EFL teachers looking for work. This has pushed down wages and has meant that many of the best teaching opportunities are out in the provinces.

Teachers Required - Native English Speakers.

Education Level Required – Prefer TESOL Certified. (Need EU Passport).

VISA – All foreigners need a work permit to work in Hungary. Work permits should be arranged before arriving in Hungary. Applicants must first obtain a ‘Labour permit’, for which they will need to obtain a letter from their Hungarian employer, stating that no Hungarian is adequately qualified to fill the vacant position. It can be very difficult to try to change from a Tourist visa to a Work visa once inside Hungary. Most ESL/EFL teachers apply for a Work visa before arriving in Hungary.

Contracts: 3-12 months

Online Job Availability: Low.

Busiest Period: Sep-Aug

Cost of Living: Low

Income: 1200HUF($8.25AUD) – 3000HUF($20.63AUD) per hour in Budapest 1000HUF($6.87AUD) – 2500HUF($17.19AUD) per hour outside Budapest

NB: The average gross wage for most Hungarians is approximately 115000HUF($790AUD)-120,000HUF($824.36AUD) a month. The best salaries are to be found with the more reputable private language schools though conditions in State Schools are generally more favourable. And more consistent.

1 AUD = 145.499 HUF

Average Work Hours: 20-25hours.

Tutoring: Very common and easy to find. 1,000-2,500Ft (for a 45-min lesson)
**Benefits:** Depends on the sector you are working in. Many State schools provide accommodation for their ESL/EFL teachers. You will not get flights from Australia.

Notes: Before signing your contract, it is essential to ascertain whether the salary quoted is a gross or net figure.

**Money**
Currency in Hungary: Forint (HUF)

**Cultural Etiquette**

If visiting a closely affiliated company or the headquarters of your company, you may expect a dinner at home by the end of your trip or even before. At the very least, there will be a couple of restaurant meals with people you are or will be working with - building relationships again! If you're a guest in someone's home, it's a good idea to bring something for the wife (she is the hostess and the queen of the house). Flowers or plants are appreciated.

The number, color and type of flowers have traditional meanings, but most people do not know them any more. One dozen pink, white or dark red roses are a safe choice to thank your hostess; never give chrysanthemums as they are for funerals and grave sites. Bring small gifts for the kids if you know them: special candies of your home country, T-shirts with the name of your town or state (but not company - except entertainment companies like Disney), or the latest kid's and teenager's gadgets.

It's a good idea to make some efforts at the language and ask questions about it. Don't be afraid to ask your host to correct you, since Hungarians enjoy to do this anyway (they are very picky about their language but encouraging with foreigners).

In any circumstances, do not "make yourself at home" or "help yourself." Hungarian hosts do not normally show guests over the entire house. Do not wander around if you need something - ask for it and don't follow the person who goes into another room to get it for you.

Closed doors in a private home mean no admittance, except for the bathroom. The toilet may be in a separate room from the bathroom, so be precise ("toilet", "vécé" or "mosdó") when you ask for directions! Do not use the English word "bathroom", as it means the room where the tub or shower is for the Hungarian. It may also be a good idea to knock on the door of the toilet before you open it. It is poor manners to rest your feet on a coffee table or chair.
Hungarian hostesses do not expect their guests to lend a hand in the kitchen, setting or clearing the table, etc. The kitchen is her private area, so don’t just wander in there! If you are asked to help out, consider it a sign of admittance into the family.

Tell your host or hostess ahead of time if you have a problem with a specific food (allergy and so on). People will understand your problem and it is always better than not touching what they have prepared for you. Accept wine in your glass, but be aware that a good host keeps his or her guest’s glass full, so take little sips to ensure you are not refilled too often! If you object to alcohol or prefer not to drink, allude to driving or health problems.
Italy

(Need EU PASSPORT) – Italy - like France - is an obvious choice for many ESL/EFL teachers looking for work in Europe. Italy's popularity as a teaching destination has meant that finding ELT work is not always as easy as might have been hoped. An internationally recognized TESOL Certificate (generally the CELTA or Cert.TESOL) is a minimum requirement; the ability to speak Italian will also boost your chances of finding work considerably.

Teachers Required - Native English Speakers.

Education Level Required – Prefer TESOL Certified. (Need EU Passport).

25 years – 40 years old.

VISA – All EU passport holders can legally work in Italy and should obtain a residency permit (Permesso di Soggiorno) from the local police (questura) and a work permit (libretto di lavoro) from the local Ispettorato del Lavoro. Non-EU passport holders may find it difficult to obtain a work permit. Applications need to be made from their own country, with a definite offer of work from an Italian employer.

Contracts: 8-month contracts (Oct-May) are very common.

Online Job Availability: Moderate.

Busiest Period: Sep-June. NB: Everything in Italy stops in August

Cost of Living: High.

Income:

EUR900($1522AUD) - EUR1300($2198AUD) (per month) in the big cities
EUR650($1100AUD)-EUR850($1438AUD) (per month) in the provinces
(1 AUD = 0.591381 EUR)

Average Work Hours: 22-28 hours.

Tutoring: Very common. Notices posted on noticeboards in supermarkets, tobacconists, Primary & Secondary schools, and universities work well.

EUR20($33.81AUD)-EUR30($50.73AUD) per hour (approx)

Benefits: Many schools pay return flights from London not from Australia, and will help teachers find budget accommodation.
**Notes:** It is common for landlords to expect 2-3 months' rent up front as a deposit. Most Italian towns have an English Club (Associazione Italo-Britannico) which sometimes recruits native-speaking English teachers for Conversation classes, and which can be a great source of private students. Some of the more respectable language schools offer significant perks to their teachers. These include: subsidized housing, luncheon vouchers, free Italian lessons and a '13th month' salary bonus.

**Money**
The European Monetary Union introduced the euro as a common currency to be used.

**Cultural Etiquette**
Fashions and fashion design are trademarks of Italy. Therefore, in the business world, good clothes are a signature of success. Men should wear fashionable, high quality suits. Shirts may be colored or pin-striped, and they should be paired with an Italian designer tie. Women dress in quiet, expensive elegance. Slacks are generally not worn by either sex. Quality accessories such as shoes and leather goods will make a good impression with the Italians.

**Communications**
Italian is the official language, although there are many diverse dialects. English is spoken by many businesspeople. Avoid talking about religion, politics, and World War II.

At social gatherings, it is considered insulting to ask someone you have just met about their profession. Good conversational topics include Italian culture, art, food, wine, family, and films.
Latvia

English teaching opportunities exist in universities, public schools and major private institutions.

**Teachers Required** – Native English Speakers

**Education Level Required** – Degree. TESOL Certificate preferred

**VISA**
To obtain a work permit, an employment contract with a business registered in Latvia must be presented. A work permit must be presented before starting an employment contract. A “residential permit” or special visa must be attached to the employment contract. A residential permit enables foreigners to live or work in Latvia. The permit is required for residency in Latvia of over 90 days within a period of six months from date of entry into Latvia.

**Contracts:** 10-12 months

**Online Job Availability:** low

**Cost of Living:** Generally less expensive than Western Europe

**Busiest Period:** all year round

**Income:** adequate for day-today living expenses

**Average Work Hours:** 25-30 hours per week

**Benefits:** health insurance and accommodation provided, airfare included

**Tutoring:** available

**Note:** Carry a copy of your passport as ID.
Lithuania

Lithuania has a huge demand for English teachers, especially in Kaunas, the second largest city. Although the salary is not very high, it can be supplemented with private tutoring.

**Teachers Required** – Native English Speakers

**Education Level Required** – Degree. TESOL Certificate preferred

**VISA** – You need a work permit and a residential permit to obtain work in Lithuania (or have EU citizenship).

**Contracts:** 1 year

**Online Job Availability:** low

**Cost of Living:** expensive

**Busiest Period:** all year round

**Income:** 9-20 K $AUS annually

**Average Work Hours:** 25-30 hours

**Benefits:** vacations paid, accommodation provided, medical insurance, airfare included

**Tutoring:** available

Note: Robbery and car theft are rife. Avoid poorly lit areas after dark. Petty crime is rife on public transport. Do not accept food or drink from strangers as these are sometimes “spiked”
Poland

(Need EU PASSPORT) – Poland has arguably the largest TEFL market in Europe, with a multitude of possibilities in both the State and Private Sectors for teachers of all levels.

Although conditions vary enormously between schools in Poland, the overall level of professional development for teachers (workshops, seminars and developmental observations) is very high, particularly by international standards.

Newly-qualified TESOL teachers take note: Poland is a great place to cut your teeth.

Teachers Required - Native English Speakers.

Education Level Required – Prefer TESOL Certified. (Need EU Passport).

VISA
ESL/EFL teachers intending to work in Poland need to apply for a Residence visa before they arrive. However, they do not need a work permit for Poland, provided they can prove that they have been engaged as ‘foreign teachers conducting classes in foreign languages’. Teachers who arrive in Poland on a Tourist visa and find a job on spec will need to leave the country to apply for a Residence visa.

Contracts: 9-24months.

Online Job Availability: Moderate-High

Busiest Period: Beg/Oct - End/June

Cost of Living: Low

Income: Salaries vary enormously depending on whether the teacher is working in the State or Private sector. As a rough guide:
- 600($234.40AUD)-800($312.51AUD) Zlotys per month (in the State Sector)
- 1,000($390.60AUD)-2,000($781.20AUD) Zlotys per month (in the Private Sector)

Average Work Hours: 20-25hours.

Tutoring: Very common. Going rate is 40($15.63AUD)-80($31.25AUD) Zlotys per hour. Many ESL/EFL teachers place ads for private lessons outside the main gates of Warsaw University.
Benefits: Almost always when recruitment takes place from overseas. If accommodation is not provided as part of the contract, many schools will assist teachers in finding somewhere to live. You will not get airfare from Australia.

Notes: Many teachers recommend taking along an interpreter when out prospecting for work, as many English school admin staff do not speak English. Polish students have a reputation as being some of the most cooperative and motivated in the world.

Money
The Zloty is the currency of Poland. Notes and coins of the following denominations are in circulation:

Coins
1, 2 and 5 zloty and denominations of 1, 2, 5, 10, 20 and 50 groszy.

Notes
The PLN appears in denominations of 10, 20, 50, 100 and 200 zloty.

Cultural Etiquette
If visiting a closely affiliated company or the headquarters of your company, you may expect a dinner at home by the end of your trip or even before. At the very least, there will be a couple of restaurant meals with people you are or will be working with - building relationships again! If you're a guest in someone's home, it's a good idea to bring something for the wife (she is the hostess and the queen of the house). Flowers or plants are appreciated. The number, color and type of flowers have traditional meanings, but most people do not know them any more. One dozen pink, white or dark red roses are a safe choice to thank your hostess; never give chrysanthemums as they are for funerals and grave sites. Bring small gifts for the kids if you know them: special candies of your home country, T-shirts with the name of your town or state (but not company - except entertainment companies like Disney), or the latest kid's and teenager's gadgets.

It's a good idea to make some efforts at the language and ask questions about it. Don't be afraid to ask your host to correct you, since Hungarians enjoy to do this anyway (they are very picky about their language but encouraging with foreigners). In any circumstances, do not “make yourself at home” or “help yourself.” Hungarian hosts do not normally show guests over the entire house. Do not wander around if you need something - ask for it and don't follow the person who goes into another room to get it for you.
Portugal

(Need EU PASSPORT) – Portugal is an often overlooked corner of Europe for ESL/EFL teachers. This is surprising, given the opportunities which exist here for teachers with an internationally-recognized TESOL certificate (and the right visa). Private English schools can be found throughout the country, even in small coastal towns such as Póvoa and Averío. In the bigger cities, international language school chains International House, Inlingua, and the Wall Street Institute have a significant presence. Most of these schools recruit many of their teachers from overseas.

**Teachers Required** - Native English Speakers. There is a clear preference for British English, though teachers from other English-speaking countries are rarely overlooked.

**Education Level Required** – Prefer TESOL Certified. (Need EU Passport).

**VISA** – All EU citizens are eligible for a residence permit for Portugal. This can be obtained relatively easily once the person has written confirmation of a job offer. Non-EU passport holders should have a job confirmed before they arrive in Portugal.

**Contracts**: 9-12 months.

**Online Job Availability**: Low

**Busiest Period**: Sep-June

**Cost of Living**: Moderate

**Income**: Esc120,000($1012AUD)-250,000($2109.10AUD) per month

**Average Work Hours**: 22-25 hours.

Benefits: Flights are usually paid if the teacher is recruited from overseas by an international chain such as International House, the Cambridge School or Inlingua. Accommodation may also be paid for or subsidized by the employer. Flights & accommodation are rarely provided for teachers recruited locally. You will not get Airfare paid from Australia.

Notes: Bonuses are common after 12 months' working with the same school. ‘Paper’ contracts are often not issued for teachers employed locally. Some schools provide free Portuguese lessons for their teachers. Classes of learners as young as 7 years old are common in many of Portugal’s language schools. It is not uncommon for schools to pay a ‘13th month’ bonus to teachers who have worked over 12 months. Job ads for ESL/EFL teachers regularly appear in the Education supplements of The Times and The Guardian, as well as in the EL Gazette.

Money
In the past, the Escudo was the currency used. Since 2000, the Euro has been the official currency.

Cultural Etiquette

- Shaking hands is the acceptable form of greeting. You may find people bowing to their superiors and the elderly.
- Greetings should always include some interest in your acquaintances family and health.
- Women with children, pregnant women and the elderly should always get the right of way in public places or public transportation.
- Do be not over complimentary of a person’s dress or belongings, he or she may feel obligated to give you what you find attractive. However, be sure to compliment a dinner or food prepared by a Nigerian host.
- The left hand rules apply here. Do not take or give anything with the left hand. Do not eat with the left hand.
Romania

Many Romanian schools, high schools and universities already offer English-Romanian bilingual classes. And a lot of Romanians are interested in perfecting their English skills.

**Teachers Required** – Native English Speakers

**Education Level Required** – Degree. TESOL Certificate preferred

**VISA** – You have to apply for a work permit and employment visa before arriving.

**Contracts:** 10-12 months

**Online Job Availability:** low

**Cost of Living:** low

**Busiest Period:** all year round

**Income:** annual income $30-$70 K AUD

**Average Work Hours:** 25-30 hours

**Benefits:** accommodation provided, one-way airfare included, Romanian legitimatiae (teacher identification cards) provide such discounts in Romania, Work permit and temporary residency permit assistant

**Tutoring:** available

**Notes:** Fines for expired visas are being levied on travellers, with the possible addition of an exclusion order. Ensure you extend your visa at least three days before it is due to expire. Petty crime in large towns especially Bucharest is on the increase. Some policemen may be bogus and you should not hand over identification documents or money but should go with them to a police station
Russia

The demand for ESL/EFL teachers in Russia remains strong, despite the harsh economic conditions under which much of the country has been living over the past decade.

There are estimated to be almost 200 language schools in Moscow alone, most of which employ foreign teachers with the right profile (and/or qualifications). Many foreigners teaching in State schools and universities arrive through voluntary placement organizations such as GAP Activity Projects, EEP and the Central Bureau.

**Teachers Required** - Native English Speakers.

**Education Level Required** – Prefer TESOL Certified.

**VISA**
As a general rule, Work visas should be applied for before you arrive in Russia. In practice, some teachers manage to find a job while in Russia on a Tourist visa, then have their employers apply for the Work visa internally. Work visas are specific to a particular employer and cannot necessarily be changed to a different employer. Schools normally pay for and organize Work visas for their teachers. Visas are usually single-entry so need to be reapplied for every time you leave the country.

**Contracts:** 9months.

**Online Job Availability:** Moderate

**Busiest Period:** Sep-June

**Cost of Living:** Low

**Income:** US$500($688.10AUD)-$800($1100.82AUD) per month

**Average Work Hours:** 12-20hours (30 x 45-minute 'Academic' hours is a standard week.)

**Tutoring:**
Very popular. Mail-box drops in the more affluent suburbs of Moscow and St Petersburg often work well.
US$15($20.64AUD)-$40($55.04AUD) per hour

**Benefits:** - You will not get Airfare paid from Australia.
Notes: Conditions vary enormously between schools, and teachers would be well advised to do sufficient research before accepting a teaching position. Visas and residence permits are generally tied to one specific employer, which can make it very difficult to switch jobs mid-contract. Teachers should ensure that their salaries are paid in US dollars, even if the salary stated on their contract is in Roubles.

Anyone staying in Russia for more than 3 months must produce proof of a recent negative HIV-test. The organization 'Teaching Abroad' places a number of teachers each year in summer camps in the two Republics of Moldova and Ukraine. Landlords normally expect 1 month's rent as a deposit.
Slovakia

The Slovak Republic has experienced a rapid growth in the demand for English since the separation of the Czech and Slovak Republics in 1993. This growth has brought with it a need for TESOL-qualified English teachers. Opportunities for ESL/EFL teachers exist at all levels.

**Teachers Required** – Native English Speakers

**Education Level Required** – Prefer TESOL Certified.

**VISA** – In order to gain employment, teachers must apply for a residence permit prior to arrival. This process can take up to 3 months.

**Contracts**: 3-24 months

**Online Job Availability**: low

**Cost of Living**: since the Slovak Republic became an independent state in 1993; the transition to a western style economy has increased the standard of living greatly

**Busiest Period**: Sep- June

**Income**: AUD$380-$530 per month

**Average Work Hours**: 20-24 hours

**Benefits**: accommodation and airfare is rarely provided

**Tutoring**: AUD $13-32 per hour

Note: Health insurance is essential, recommended vaccinations: Hepatitis A, Tetanus, Polio, Typhoid
Slovenia

Slovenia is a former Yugoslavian. Most schools require a university degree and an internationally recognized TESOL certificate. Many of the positions offered are part-time, which means most ESL/EFL teachers end up working for 2 or more schools, or supplementing their income with private lessons.

**Teachers Required** – Native English Speakers

**Education Level Required** – Degree & Non-degree. Prefer TESOL Certified.

**VISA** – All nationalities require a work permit. The employer will apply for this prior to arrival

**Contracts**: 6-12 months

**Online Job Availability**: low

**Cost of Living**: Slovenia is more expensive than the other former Yugoslavian states.

**Busiest Period**: Sep- June

**Income**: AUD$ 9-$16 per hour

**Average Work Hours**: 12-18 hours

**Benefits**: airfare and accommodation are rarely paid

**Tutoring**: AUD$13-$26

**Note**: Health insurance is essential. The Slovenian Yellow Pages (Yellow Internet) list contact details for most private English language schools in Slovenia. Positions for ESL/EFL teachers in Slovenia regularly appear in the educational supplements of The Times and Guardian newspapers, and in the EL Gazette and EL Prospects publications
Spain

(Need EU PASSPORT) – The rush for English started with the lead up to the 1992 Barcelona Olympics. And it has hardly slowed since. Madrid and Barcelona continue to be the most popular destinations, though every other back street in every Spanish city has an 'Academia de ingles'. Most recruitment is done locally, and most institutions require teachers to have a TESOL certificate as a minimum qualification. Opportunities exist in the Commercial sector and also in the rapidly growing market for teaching English to Younger Learners. The Cambridge main suite of EFL exams - in particular PET, FCE and CAE - are very popular out here, as is Business English.

Teachers Required - Native English Speakers.

Education Level Required – Prefer TESOL Certified. (Need EU Passport).

VISA – All EU citizens are eligible for a residence permit for Portugal. This can be obtained relatively easily once the person has written confirmation of a job offer. Non-EU passport holders should have a job confirmed before they arrive in Portugal.

Contracts: 6-9 months

Online Job Availability: Moderate
Busiest Period: Sep - June. (School terms generally start the first Monday in October)
NB: Most Spanish cities - particularly Madrid - are deserted from mid-July to mid-August

Cost of Living: Low by EU Standards.

Income: Vary enormously. EUR400($676.42AUD)-EUR750($1268.28AUD) per month. (1 AUD = 0.591354 EUR)

Average Work Hours: 25 - 34 hours.

Tutoring: Very common. The going-rate is EUR8($13.50AUD)-EUR25($42.30AUD) per hour
**Benefits:** You will not get Airfare or Accommodation as most employment is done locally.

Notes: Teaching ESL/EFL in Spain can take teachers a while to adjust to: long hours and split shifts (early morning + early evening) are the norm. But in general, the culture, the people, the nightlife and all the other positives of living and working in Spain far outweigh the negatives. By law, workers in Spain are not entitled to paid holiday until they have worked continuously for 12 months - hence the frequency of 9-month contracts.

**Money**

On 1 January 1999, the European Monetary Union introduced the euro as a common currency to be used by the financial institutions of member countries; on 1 January 2002, the euro became the sole currency for everyday transactions with the member countries.

**Cultural Etiquette**

**Appearance**
The Spanish dress more formal than many other Europeans. In Spain, it is important to project good taste in apparel. Business attire includes well-made, conservative suits and ties. Avoid flashy colors, as it is not popular to stand out. Shorts are not usually worn in public.

If you pull down on your eyelid in Spain, you are insinuating to "be alert" or that “I am alert". In Spain, crossing you fingers has several good meanings, usually things such as "protection" or "good luck". This is a nice gesture to be friendly.

**Behavior**
The family is the most important thing to people in Spain. Time is very relaxed. It is wise for foreigners to be punctual, but Spaniards do not put a great emphasis on time themselves. The Spaniards often consider deadlines an objective that will be met if possible, but do not become overly concerned if the deadline is not achieved.

Although many Spanish businesspeople speak English, it is a good idea for foreigners to have all of your materials printed in Spanish. Business cards should be two-sided, one side having English and the other side containing Spanish. When presenting your business card, place the card with the Spanish side facing your Spanish colleague.

Much like Mexico, business in Spain is often obtained as a result of personal relationships. While the relationship building process takes time, it is imperative to gain such relationships if you are to be effective in Spain.
Also, you must be very selective when choosing your Spanish representative, as it is extremely difficult to change to another person. Be prepared for chaotic business negotiations. Often numerous people will be speaking simultaneously.
Men who are close friends will often exchange a hug. Women who are close friends usually meet and part with a small hug and a kiss on each cheek.

Negotiations are usually an extremely long and arduous task, so do not be in a rush to close a deal in Spain. Dining is usually associated with establishing business relationships in Spain, so be prepared for your business associate(s) to join you at any or all of your daily meals. Dinner is usually served after 9:00 p.m, so you may want to take full advantage of the siesta and get in a nap.

**Communications**
Spain has four 'official' languages. There are several unique languages spoken in Spain, besides the predominant Spanish. These include Catalan, which is spoken in the regions of Catalonia, Valencia and the Balearic Islands, and Gallego, which is popular in the northwest. Each of these languages has different pronunciations and spellings. Additionally, the native language of the Basque region is called Euskera. It is not a form of Spanish, and its origins are unknown.

A large portion of your communication will take place over lunches and dinners. They are an extremely important part of business life in Spain. During business negotiations, rules and systems are only used as a last resort to solving a problem.

During business meetings, doors are usually kept shut. Business colleagues often dine together, but different ranks within a company do not mix.
Sweden

A University degree and a TESOL Certificate are required to qualify as an English teacher.

**Teachers Required** – Native English Speakers

**Education Level Required – Degree.** TESOL Certificate preferred

**VISA** – You must obtain a Swedish working permit (or have EU citizenship). But Swedes, foreign citizens already living in Sweden and EU/EEA citizens have preference over others in obtaining work in Sweden. If the offer is more than three months you will also require a Swedish residence permit. If you will be in Sweden for less than three months, you will not require a residence permit. You may, however, require an entry visa. You must have a written offer of work in Sweden. Your employer must guarantee that you will be paid a minimum of SEK 13,000 (2,194.31 AUD) per month before tax.

**Contracts:** 1 year

**Online Job Availability:** low

**Cost of Living:** expensive

**Busiest Period:** all year round

**Income:** annual income over $19- $33 K AUD

**Average Work Hours:** 25- 30 hours

**Benefits:** vacations paid, accommodation provided, medical insurance, airfare included

**Tutoring:** available

Note: Sweden is regarded as one of the safest countries in the world and crimes against foreigners are rare. From mid-May to late July it never gets really dark in Sweden.
Money
The Swedish monetary unit is the Kronor/Krona or Crown (SEK), which is divided into 100 öre. Banks exchange money during business hours from Monday to Friday. At other times money can be changed at airports, ferry terminals, post offices and Forex exchange offices, which are open daily. There are numerous ATMs throughout the country, most of which accept MasterCard and Visa. Travellers cheques and most major credit cards are widely accepted for payment throughout Sweden.

Cultural Etiquette

Food and Drink
Swedes love to entertain and don't need a special occasion to plan a dinner party. In keeping with Swedes' relatively healthy eating habits, Swedish supermarkets offer a variety of meats, vegetables, grains and dairy products commonly found in the US. Subtle differences do exist, however, in the quantities and types of certain foods served. The variety of cheeses is astounding, and it's common for households to always have a wedge of one sort or another available. Various moldy cheeses are also available and are sometimes served with crackers and wine as a treat after fine meals. Potatoes are a part of many meals.

Typical, not-so-healthy quick meals include meatballs, hot dogs, corned-beef hash and the popular giant soft hot dog-like meat known as falukorv, which is often served sliced up in a stew.

Depending on where you are in Sweden, the variety of restaurants varies. In Stockholm and Gothenburg, you can find just about anything, including Texas-style steakhouses, a Friday's and many English-style pubs. In smaller cities, the selection of restaurants is narrower.

Restaurant service varies as well, though Swedish waiters and waitresses are not typically as friendly as Americans have come to expect at home. One possible reason is that Swedes tend to view standoffish service as chic. Another factor may be that tipping is not customary in Sweden, though you should feel free to leave a tip if you desire. Tipping in other situations is generally not expected either, with the possible exception of after a taxi ride.

Table Manners
Proper table etiquette depends on the formality of the meal. At casual meals, the etiquette will depend on your company, but Swedes tend to be a little more formal during sit-down dinners. The key is to pay attention to what others do, but generally you will be expected to:
- Place the napkin at your place setting on your lap.
• Begin eating only after everyone is served.
• Wait for the host to propose a small welcome toast before drinking wine.
• Position your utensils at 3 o’clock on your plate, with the business ends pointing to the center, when you finish your meal.

Feel free to take seconds as long as others are still eating. They may be impressed if you mention in Swedish that the food was good by saying *Maten var god*, pronounced something like “mahten var gooed.” Several rounds of group singing may be on the agenda at more formal dinners, especially if snaps (shots of vodka or *aquavit*) are served. When there is a toast, the important thing is to respond by raising a glass of something in acknowledgment. Whether you sip or gulp along with the toasts is entirely up to you. It is more common for alcoholic beverages to be served with meals than in the US, and on these occasions, alternatives such as sparkling water, soda or *must* (a carbonated beverage somewhat like Dr. Pepper) are often available.
Switzerland

Switzerland has a thriving market for learning English. Opportunities for teaching are available in private language schools, of which there are many in all major cities. Salaries are lower than in the state run schools and contracts can be vague. There is a good demand for business English in the cities and a steady demand for general English. In addition many of the job ads are for "English for Kids" jobs. Unfortunately, work visa restrictions make it a tricky place to get into. Teachers with Cambridge experience will have the best job prospects, though it should also be noted that there are plenty of well qualified Swiss teachers to fill these positions.

Opportunities also exist for teaching English in Summer Camps, organized through Swiss-based companies such as Village Camps.

Teachers Required – Native English Speakers

Education Level Required – Prefer TESOL Certified.

VISA – All foreign teachers need to obtain a work permit prior to arrival. Work permits are difficult to obtain and require an on offer of employment. Work permits fall into two categories:

Permis A - for short-term seasonal employment (eg. Summer Camps)

Permis B - for longer-term employment (eg. a 1-year appointment with a Swiss school)

All work permits must be secured before arriving in Switzerland. Working on a Tourist visa is strictly prohibited.

Contracts: 6-12 months (unless working in a Summer Camp, in which case contracts are likely to be for 4-12 weeks)

Online Job Availability: low

Cost of Living: high

Busiest Period: Sep- June

Income: 25 ($26.4976 AUD)- 50 CHF ($52.9951 AUD) per hour
Exchange= 1AUD= 0.943393 CHF

Average Work Hours: 20-30 hours
Benefits: Flights are rarely paid, unless the teacher is recruited from abroad by a language school chain, accommodation is easy to find, but expensive. Some schools will assist teachers in finding cheap accommodation.

Tutoring: Common. CHF 30 ($31.8044 AUD)- 60 ($63.6262 AUD) per hour

Note: Health Insurance is essential for foreigners, as Swiss health care is very expensive. The Swiss Yellow Pages contains contact details of all Swiss language schools. Search under Sprachschulen or Ecole de Langues. The EL Gazette, EL Prospects, and The Times and Guardian Educational supplements often contain ads for teaching positions in Switzerland. Prohibited items: meat. Main TEFL regions are Zurich, Basel, Geneva, Lucerne.

Money
The official currency is the Swiss franc (CHF) divided into 100 centimes. Although not part of the EU many prices are nonetheless indicated in Euros and some merchants may accept Euros. Visa, MasterCard and American Express are widely accepted and ATMs are widespread; many are equipped with the Cirrus or Maestro system. Banks offer the best exchange rates for travellers cheques and foreign currency, but it is also possible to exchange money at major hotels, main train stations and airports. Banks are open Monday to Friday.

Cultural Etiquette

Meeting and Greeting
Shake hands with everyone present -- men, women, and children -- at business or social meetings. Shake hands again when leaving. Handshakes are firm with eye contact. Allow the hosts to introduce you at parties. Use last names and appropriate titles until specifically invited by your Swiss hosts or colleagues to use their first names. Academic and professional titles are used frequently. First names are reserved for very close friends and family.

Body Language
Poor posture is frowned upon. Do not stretch or slouch in public. Do not point your index finger to your head. This is an insult. Body language varies from region to region in Switzerland.
Corporate Culture
The Swiss take punctuality for business and social meetings very seriously and expect that you will do likewise. Call with an explanation if you will be delayed.
Business cards in English are acceptable. Hand your business card to the receptionist upon arrival for a meeting. Give a card to each person you meet subsequently.
Generally, English is spoken in business with foreigners. Inquire beforehand to determine if an interpreter is needed. Business climate is very conservative. Meetings are generally impersonal, brisk, orderly, planned and task oriented.
The Swiss tend to get right down to business after a few minutes of general discussion. Presentations and reports should be orderly, well-prepared, thorough and detailed.
The Swiss are fair bargainers but not hagglers. Discussions are detailed, cautious, and often pessimistic. Decisions are made methodically.
It is not acceptable to call a Swiss businessperson at home unless there is an emergency.

Dining and Entertainment
In the German parts of Switzerland, beckon a waiter by saying Herr Ober, and a waitress by saying Fräulein. It is considered rude to wave your hand. Business luncheons are more common than business breakfasts. Business entertainment is almost always done in a restaurant. Spouses are generally included in business dinners. The host proposes the first toast. Don't drink until after the toast is proposed. Keep your hands on the table at all times during a meal -- not in your lap. However, keep your elbows off the table.

Cut potatoes, soft foods and salads with a fork, not a knife. Use eating utensils at all times, including to eat fruit. Break bread with your hands if possible. Do not use a knife. If salt and pepper are not on the table, don't ask for them. Don't smoke at the dinner table. Wait, watch and ask permission before smoking.
Sample everything offered to you. Try to finish everything on your plate when dining in someone's home. It is impolite to leave food on your plate. When you are finished eating, place knife and fork side by side on the plate at the 5:25 position. Leave a party no later than midnight. It is considered impolite to ask for a tour of your hosts' home. If your hosts want to give a tour of their home, they will offer.
Dress
Appearance should always be clean and neat. The Swiss are known for conservative and neat attire. Overly casual or sloppy attire is not appreciated. For business meetings, men should wear suits and ties; women should wear suits or dresses.

Gifts
Gifts are normally not exchanged at business meetings, but small gifts may be appropriate at the successful conclusion of negotiations. Be prepared to give a gift in case you are given one. A gift with your company logo is acceptable. Give books, desk attire, whisky, cognac, good bourbon, or wine. Do not give anything sharp.
When invited to someone’s home, always bring a small gift for the hostess and a small gift for children. Give candy (good quality), pralines, flowers (unwrap before presenting, odd number), pastries. Do not bring large or expensive gifts. This is considered vulgar and makes the receiver uncomfortable. Don’t give red roses or carnations (these imply romance). White chrysanthemums and white asters are for funerals only. It is polite to send flowers to the hostess before a large party or the next day with a thank you note.

Helpful Hints
Be punctual.
Show great respect for elderly.
Don’t litter (you will be scolded publicly).
Don’t chew gum or clean your fingernails in public.
Refrain from putting your hands in your pockets while talking with people.
Never put your feet on a desk, chair or table.

Especially for Women
More women are becoming more and more involved in business and public life in Switzerland, though the banking and finance industries continue to be dominated by men.
Foreign businesswomen will be treated fairly and professionally in Switzerland. Many Swiss businessmen would be embarrassed if a foreign businesswoman invited them to dinner. Swiss men are very conservative and still expect to pay for a meal. If possible, a foreign businesswoman should invite a Swiss businessman to lunch rather than dinner.
Ukraine

The demand for English teachers is very high in the Ukraine. Many Private English language schools are reporting student wait-lists for a place on their courses. Native-speaking English teachers with a TESOL certificate will have a good chance of finding work. But there are also many employment possibilities for anyone with experience teaching English.

**Teachers Required** – Native English Speakers

**Education Level Required** – Prefer TESOL Certified.

**VISA** – Most teachers arrive in the Ukraine with a job and a Work visa already arranged. However, some teachers prefer to arrive on a Tourist visa, find a suitable job, then apply for a Work visa. It is often possible to change the status of your visa from inside the Ukraine. It is illegal to work on a Tourist visa.

**Contracts:** 9-11

**Online Job Availability:** low

**Cost of Living:** cheaper than any other cities in the European countries

**Busiest Period:** Sep- June

**Income:** AUD $450-$1500 per month

**Average Work Hours:** 20-30 hours

**Tutoring:** Common. AUS$13-32 per hour

**Benefits:** Non-shared accommodation, Air-fare Reimbursed (depends on contract and institution), Visa and work permits

Notes: Health insurance is essential
Costa Rica

For most Costa Ricans, speaking English is a way to get hired or move up the ladder in their jobs or careers. This means that many people need to know English, and there are many ESL jobs available. There are not many schools that will hire you from overseas. However, many will hire you on the spot if you walk into their office, speak English, have a college degree (in anything), and have an agreeable personality.

**Teachers Required** – Native English Speakers

**Education Level Required – Degree.** Prefer TESOL Certified.

**VISA** – Individuals normally enter Costa Rica on a tourists or business classification and upon arrival file a petition to change their immigration status to a Work Permit or Temporary Resident permit category. No one can work in Costa Rica without first obtaining a work permit, which takes from one to four weeks. A work permit cannot be applied for until a residence permit has been granted. Work permits are valid for one year and is submitted to the immigration authorities in Costa Rica.

**Contracts:** 12 month

**Online Job Availability:** low

**Cost of Living:** More expensive than other central American countries but still cheaper than Australia.

**Busiest Period:** Jan-Dec

**Income:** US $ 5 ($6.46746 AUD) - $ 8 ($10.3458 AUD ) per hour

**Average Work Hours:** 18-25 hours

**Tutoring:** US $ 6 ($7.75936 AUD)-$10 ($12.9291 AUD) per hour

**Benefits:** Spanish lessons, Work visas and Health insurance (Depends on contract and institution)

**Note:** Polio, Typhoid vaccination recommended, Malaria exists throughout the year in the Vivax variety in the rural areas below 700m. Other Health Risks: Bilharzia - do not bathe in untreated water; Dengue fever - Avoid mosquito bites (deaths from secondary infections have occurred).
Guatemala

Guatemala is a thriving TEFL market, and one which is often overlooked by ESL/EFL teachers looking for work in Latin America. Guatemala City offers certain teaching possibilities, though many teachers prefer to head for the picturesque towns of Antigua and Quetzaltenango, whose language schools and party feel attract more youthful crowd of teachers and students - particularly during the summer months. There is a clear preference for American-English out here, though native-English speakers from other countries also stand a good chance of finding work. Not all institutions require teachers to have an internationally-recognized TESOL certificate.

**Teachers Required** - Native English Speakers.

**Education Level Required** – Prefer TESOL Certified.

**VISA** – Citizens of the EU, Canada and the USA are allowed to stay in Guatemala for up to 90 days without a visa. It is quite common for ESL/EFL teachers to look for work on a Tourist Visa, then apply to change their visa status once they have found work.

**Contracts**: 6-12 months

**Online Job Availability**: Low

**Busiest Period**: Year round

**Cost of Living**: Low

**Income**: - US$10($13.75AUD)-18($24.74AUD) per hour
(1 AUD = 0.727676 USD)

**Average Work Hours**: 20-24 hours.

**Tutoring**: Common. US$3($4.13AUD)-25($34.35AUD) per hour

**Benefits**: Airfare is unlikely, unless working in Guatemala on a volunteer-teaching program and is generally from the US.

**Notes**: The private English-medium schools dotted around the main cities are generally the best places to look for work. Recommended vaccinations: Polio, Typhoid, Hepatitis A, Malaria, Yellow Fever (if coming from an infected area)
For all EFL/ESL teachers - particularly North Americans - Mexico offers some of the best opportunities for finding teaching work quickly. Since Mexico's inclusion in the North American Free Trade Agreement (NAFTA), the need for Mexicans to learn English has risen dramatically. Private language schools are now everywhere, and more and more companies are providing in-house English lessons for their employees.

The American Bi-National Centres (Instituto Mexicano-Norteamericano de Relaciones Culturales) have branches right across Mexico and employ hundreds of North Americans and other native-speaking English teachers every year. Much of the recruitment takes place locally, with most teachers finding work once they have arrived in the country. TESOL qualifications are not required in all schools, though all of the more reputable institutions paying higher salaries and offering better conditions require a university degree and an internationally-recognized TESOL certificate.

**Teachers Required** - Native English Speakers.

**Education Level Required** – Prefer TESOL Certified. (Some schools require Degrees)

**VISA** – Obtaining a work visa for Mexico is far easier for ESL/EFL teachers from Canada and the USA than for teachers from other English-speaking countries. Visa applications must include official translations of the teacher's CV/Resume, of their university transcripts/certificates, and of their TESOL certificate.

- Working on a Tourist visa is strictly illegal. If caught, culprits receive heavy fines and are generally deported.

**Contracts:** 12months

**Online Job Availability:** Moderate to High

**Busiest Period:** Year round

**Cost of Living:** Low

**Income:** - US$350($480.82AUD)-$700($961.63AUD) per month
(1 AUD = 0.727676 USD)

**Average Work Hours:** 25-30hours.
**Tutoring:** Very common. Expect to charge US$8($11AUD)-$20($27.48AUD) per hour. Private lessons may also be given in exchange for accommodation and meals.

**Benefits:** Airfare and Accommodation Unusual, unless recruited from overseas by an international chain of language schools. NO Airfare from Australia, you may get accommodation.

**Notes:** Some of the more reputable Mexican language schools offer salary supplements (normally in US dollars) in times of high inflation. It is rare to find furnished rental accommodation in Mexico.
Argentina

The need for English tends to be strongest in the Commercial sector, particularly in Buenos Aires, where literally thousands of companies provide English lessons for their employees. Teaching in this kind of environment is very often in-company and requires teachers to travel between teaching assignments. Business English is always in demand, as are IELTS, TOEFL and the Cambridge PET/FEC/CAE exams.

There are approximately 20 US Bi-National Centers in Argentina, all of which offer employment opportunities for suitably qualified ESL/EFL teachers. Large international chains of language schools such as the Wall Street Institute and inlingua are also very present out here. There is a slight preference for American-English, though opportunities exist for suitably qualified teachers from any native English-speaking background.

**Teachers Required** - Native English Speakers.

**Education Level Required** – Prefer TESOL Certified.

**VISA** – Many EFL teachers work on a tourist visa, which they renew every 3 months.
- Technically, it is illegal to look for work on a Tourist visa, though this is often over-looked by the authorities. Many ESL/EFL teachers working in Argentina on a Tourist visa pop over the Rio de la Plata to Uruguay every 90 days to renew their visa.
- For longer-term contracts, a work permit is required. This can be arranged by your employer.
- Obtaining the required work permit can take up to 9 months, so start looking for work well in advance of your intended arrival.

**Contracts**: 9-12 months

**Online Job Availability:** Low-Moderate

**Busiest Period:** Mar-Dec. The best time to look for work on spec is late-Jan/early-Feb.
If applying from overseas, Oct/Nov is a good time to start making inquiries.

**Cost of Living:** Low

**Income:** - Pay is commensurate with a teacher’s qualifications and experience. Many teachers are earning around US$1000($1373.62AUD) per month for contract work.
(1 AUD = 0.727676 USD)
Average Work Hours: 18-24 hours.

Tutoring: Very common. The going-rate in Buenos Aires tends to be around US$18($25AUD)-35($48AUD) per hour; US$15($20AUD)-25($35.50) elsewhere

Benefits: Airfare is unlikely. Your pay will cover your accommodation. The school will help you find somewhere to stay.

Notes: Apartments usually require a 2-month deposit. EFL teachers often live in family-owned 'Pensiones' until they have saved enough money for an apartment.
Recommended vaccinations: Polio, Typhoid, Hepatitis A, Malaria, Yellow Fever (if coming from an infected area)
Split shifts are common out here. A typical ESL/EFL teaching day in Buenos Aires might look like:
-7.45-9.15 (1.5 hours)
-12.30-14.00 (1.5 hours)
-17.00 - 18.30 (1.5 hours)
-18.30-20.00 (1.5 hours)
Brazil

Despite the financial and political turmoil of the past 20 years, things in Brazil seem to be settling down. The rampant inflation of the '80s and early '90s is now under control and, with the recent political and economic turmoil in Argentina, Brazil is suddenly looking more attractive than ever. The demand for English - and native-speaking English teachers - is here to stay.

**Teachers Required** - Native English Speakers.

**Education Level Required** – Prefer TESOL Certified.

**VISA** – To work in Brazil, foreign nationals require a Work Visa. The Brazilian employer must apply for a Temporary Work Visa on behalf of the teacher. A Temporary Work Visa is valid for 2 years and is renewable for a further 2 years. The application process can take up to 2 months. Some EFL teachers find a job in Brazil before applying for a visa, then travel to Uruguay, Argentina or Chile to pick up their visa. It is forbidden to work without a valid Work Visa, though many teachers do.

**Contracts**: 6-12 months

**Online Job Availability**: Low-Moderate

**Busiest Period**: March-December

**Cost of Living**: Low

**Income**: - EFL teachers are paid for 13 months. Salaries are higher in the big cities. Average monthly salary ranges from US$350 ($480.82 AUD) - US$600 ($824.30 AUD)

1 AUD = 0.727676 USD

**Average Work Hours**: 20-30 hours.

**Tutoring**: Very common. US$15 ($20 AUD) - US$50 ($70 AUD) per hour

**Benefits**: Highly unlikely. Some Brazilian schools will assist new teachers in finding suitable accommodation (though they don’t pay the cost). Some of the more reputable schools provide accommodation as part of the ‘package’; others will provide a subsidy.
The number of private English language schools in Chile has risen dramatically in the past decade, particularly in the capital. The US Bi-National Centers (Instituto Chileno-Norteamericano) and the Instituto Chileno-Britanico de Cultura have schools in most of Chile's main cities and are good places to start any serious job search.

Despite these opportunities, competition for English Language teaching work is intense: the standard of Chile's own English teachers is very high, and native English-speaking ESL/EFL teachers would be well advised to arrive in Chile with an internationally recognized TESOL certificate and, ideally, a few years of experience to their name. Teachers with Business English, TOEFL or IELTS experience will have the best chances of finding work.

**Teachers Required** - Native English Speakers.

**Education Level Required** – Prefer TESOL Certified.

**VISA** – Many ESL/EFL teachers arrive in Chile, find a job, then apply for a work permit. To receive a work permit, they generally have to demonstrate a willingness to stay for at least a year. Alternatively, teachers can apply for a work permit before they arrive in Chile. Working on a tourist visa is illegal (though not unheard of).

**Contracts**: 1-4 years

**Online Job Availability**: Low-Moderate

**Busiest Period**: Mar-Dec

**Cost of Living**: Low

**Income**: - The Chilean Government sets a minimum wage of US$400 (approx) p/month. Qualified teachers working in private language schools can otherwise expect to earn US$8-12 per hour (1 AUD = 0.727676 USD)

**Average Work Hours**: 25-30 hours.
Tutoring: Very common. The going rate is US$8-$30 per hour. Placing an ad in El Mercurio daily newspaper is a good strategy for finding private students. Ads in La Epoca and La Tercera are also worth a try. Alternatively, a business card strategically placed on the noticeboard at a popular supermarket chain like Almac or Jumbo can also produce good results.

Benefits: Highly unlikely. Some schools will assist new teachers in finding suitable accommodation (though they don’t pay the cost). Some of the more reputable schools provide accommodation as part of the ‘package’; others will provide a subsidy.

Notes: Apartments: expect to pay 2 months’ rent up front (which includes 1 month in advance)
Recommended vaccinations: Polio, Typhoid, Hepatitis A, Malaria, Yellow Fever (if coming from an infected area)
North American teachers are the most sought after, simply because of Colombia's orientation towards the USA. Yet demand is such - particularly in cities such as Bogota and Barranquilla, Cali and Cartagena - that most ESL/EFL teachers can find work with relative ease. For MA/Phd-qualified teachers, opportunities exist in the State sector at the tertiary level. Teachers looking for a job in a 'respectable' private institution might approach the English-medium International schools. The 15-or-so US Bi-National Centers (Centro Colombo Americano), recruit dozens of ESL/EFL teachers each year, while the British Council also has centres in Bogota, Medellin and Cali.

In addition, the growing number of private language schools - many of them American-owned - take on TESOL-certified teachers looking for to teach General or Business English. Most ESL/EFL teachers who have taught in this country return home not with tales of crime, drugs and financial instability, but of delightful people passionate about their culture and fanatical about their soccer.

**Teachers Required** - Native English Speakers.

**Education Level Required** – Prefer TESOL Certified.

**VISA** – Teachers need a work visa before they arrive in Colombia. Only certain schools with 'Preferred Status' can apply for a work visa on behalf of the teacher. The visa application process can take up to 2 months. It is illegal to look for work on a tourist visa. The Colombian authorities are reasonably strict about enforcing this rule.

**Contracts**: 1 year

**Online Job Availability**: Low

**Busiest Period**: Mar-Dec

**Cost of Living**: Low

**Income**: - Av 80,000 - 140,000 pesos per month  
- British Council reportedly pays US$20 per hour for qualified teachers  
- Full-time teachers can earn as much as US$2,000-$2,500 per month  
- Many institutions pay teachers 14 months per year  
(1 AUD = 0.727676 USD)

**Average Work Hours**: 24-30hours.
**Tutoring:** Common. US$8-15 per hour

**Benefits:** Airfare and Accommodation is unlikely, unless employed by an institution like the Centro Cultural Colombo-Americano.

Notes: Because of Colombia's unpredictable inflation, schools offering payment in a foreign currency (eg, US$ or GBR£) are well worth considering.

Health insurance is essential. Recommended vaccinations: Hepatitis A, Polio, Typhoid, Malaria, Yellow Fever.
Expect to pay $US250-400 per week for a basic 1-bedroom apartment in Colombia's big cities.

Once established in Colombia, ESL/EFL teachers generally enjoy a good - even, very good - standard of living.
Ecuador

Ecuador might not immediately spring to mind as a place where opportunities abound for ESL/EFL teachers. But it should. This often overlooked corner of South America represents some of the best English Language Teaching prospects in the region.

A multitude of English language schools has sprung up in the past 15 years in Ecuador, particularly in Quito, the capital. Quality varies enormously, and not all employers stipulate that teachers must possess an internationally recognized TESOL Certificate (the preference often being for native English speakers rather than qualified teachers).

There is a great demand for Business English and English for Younger Learners, so anyone with experience in these areas will have a greater chance of employment. PET, FCE and CAE exam preparation classes are also common.

**Teachers Required** - Native English Speakers.

**Education Level Required** – Prefer TESOL Certified.

**VISA**

It is illegal to work on a Tourist Visa (though many ESL/EFL teachers do). A tourist visa cannot be changed to a Work Visa once inside Ecuador. Teachers who arrive in Ecuador and then find a job, must leave the country to apply for a Work Visa.

A work contract is required to obtain a Work visa. Teachers intending to work legally in Ecuador must produce a return plane ticket.

**Contracts**: 6-12 months

**Online Job Availability**: Low

**Busiest Period**: Beg/March – December

**Cost of Living**: Low

**Income**: US$150-$320 per month

1 AUD = 0.727676 USD

**Average Work Hours**: 18-24 hours.

**Tutoring**: Very common. US$6-15 per hour
Benefits: Airfare Very unlikely. Basic accommodation is readily available (approx US$100 - $120 per month for a 1-bedroom apartment in Quito; US$40-50 per month in shared accommodation).

Notes: Most landlords in Ecuador expect 2 months' rent as a deposit. Health insurance is essential. Recommended vaccinations: Hepatitis A, Polio, Typhoid, Malaria & Yellow Fever.
Peru

Peru in general - and Lima, in particular - has a bustling TEFL scene, with opportunities for both qualified and non-qualified teachers of English. There are are lot of traveller-teachers out here, many of whom pick up casual teaching work while on their way through South America. Employment opportunities for North American ESL teachers in particular exist in the nine American Bi-National centers (Instituto Cultural Peruano Norteamericano) dotted around the country. There are also many ESL/EFL teachers working in private language schools, in universities and in State Secondary schools.

The problems associated with securing a work visa for Peru are well documented, and tend to deter many teachers who might otherwise have been serious about an ESL/EFL career out here. Although they run the risk of harsh fines and/or deportation, many ESL/EFL teachers work in Peru on a tourist visa.

**Teachers Required** - Native English Speakers.

**Education Level Required** – Prefer TESOL Certified.

**VISA** – It is very difficult to obtain a Work visa for Peru. Teachers must have secured full-time work with a Peruvian educational institution before they can apply for a work visa. Many teachers work illegally on a Tourist visa, despite the heavy fines and risk of deportation if caught.

**Contracts**: 3-36 months

**Online Job Availability**: Low

**Busiest Period**: Mar-Dec

**Cost of Living**: Low

**Income**: - US$350-$850 per month (in private schools)
(1 AUD = 0.727676 USD)

**Average Work Hours**: 20-32. NB: Split-shifts are very common in Private language schools in Peru. Lessons tend to happen very early in the morning, at lunchtimes and early evening.

**Tutoring**: Very common. US$8-25 per hour
Benefits: Unlikely, though some schools - eg, William Shakespeare Instituto de Ingles, do pay return flights for teachers recruited from overseas on fixed-term contracts. Many schools also assist teachers in finding somewhere to live.

Notes: Health Insurance is strongly advised. Recommended vaccinations: Hepatitis A, Polio, Typhoid, Malaria, Yellow Fever.

Landlords generally require 2 months' rent as a deposit. A good starting point for an on-spec search for English teaching work in Lima is Miraflores, the affluent port area, which is also home to a multitude of private English language schools.
Bahrain

Bahrain’s reputation as a relatively liberal Persian Gulf state has made it a favourite with travellers. Oil wealth has meant that Bahrain can attract the best-qualified TESOL teachers with extensive experience. Jobs are generally organized from outside Bahrain.

**Teachers Required** – Native English Speakers

**Education Level Required** – Degree & Non-degree. Prefer TESOL Certified.

**VISA** – Residency Permits and Work Permits are required and generally arranged by the employer prior to arrival. An Entry Visa is also required for all foreign ESL/EFL teachers (UK passport holders are exempt).

**Contracts:** 1-2 years

**Online Job Availability:** low

**Cost of Living:** high

**Busiest Period:** All year round

**Income:** BHD 520 ($1,808.70 AUD) – BHD 700 ($2,434.79 AUD)
Exchange = $1 AUD = 0.287472 BHD (Bahrain Dinars)

**Average Work Hours:** 18-25 hours

**Benefits:** accommodation and flight paid (when contract is negotiated from overseas)

**Tutoring:** Common. BHD 6 ($20.8571 AUD)–BHD 9 ($31.2797 AUD) per hour

**Note:** Health insurance is advisable, and can be obtained in Bahrain fairly cheaply, recommended vaccinations: Typhoid, Polio, Hepatitis A. Job ads for Bahrain appear in the following journals: *Times Educational Supplement, The Guardian, TESOL Bulletin, EL Prospects* (job supplement from the *EL Gazette*).
Israel

The demand for English teachers in Israel is high. All children study English from elementary school; some even from first grade and the State requires a high level of proficiency for the matriculation exams. These demands translate into many additional teaching hours per week. With the growing population and the added emphasis on English, the list of available positions expands daily. Not only can you get a job in almost any area of the country, one can begin teaching with very little teaching qualifications. Another option for teaching English outside of the framework of the educational system is adult education.

Israel’s booming hi-tech industry is essentially an international sector, in which the language of necessity is English. Companies hire individuals or companies to teach their employees on an individual or group basis. To find a job as an English teacher, speak to the English inspector at a district office of the Ministry of Education, who can direct you to openings in various locations.

Teachers Required – Native English Speakers

Education Level Required – Degree. TESOL Certificate preferred

VISA – If you wish to work in Israel you must first find secure employment in Israel and ask your prospective employer to apply for a work visa for you.

Contracts: 12 months

Online Job Availability: low

Cost of Living: Relatively expensive when compared with other Middle Eastern countries; excluding Kibbutz

Busiest Period: Sep- June

Income: Annual income over $13-$20K AUS

Average Work Hours: 25- 30 hours

Benefits: airfare and accommodation provided, medical coverage provided, between 2 and 2 1/2 months paid vacation in the summer

Tutoring: common. $23-$45 AUD per hour
Notes: Extreme risk: The FCO advises against travel to the West Bank and Gaza.

Visitors to Israel should be extremely vigilant. The northern border with Lebanon (Western and Upper Galilee) should be avoided. In general because the regional security situation can change rapidly you should keep aware of events and check the FCO travel website. Visitors should always be vigilant with personal possessions travel documents and valuables especially on beaches. There are restrictions on movement in and out of the Gaza strip. In many restaurants and hotels it is considered an insult to smoke. Special precautions: Do not drive through the occupied territories. Do not hitchhike. Avoid the centre of Hebron.
Kuwait

Kuwait is extremely wealthy. As a result, Kuwaitis are willing to pay for private education. Despite high fees, American and British curriculum schools are flourishing. The official language is Arabic, although English is widely spoken. Kuwaiti children are taught English as a second language, so teachers can expect to have to offer plenty of explanations of vocabulary and grammar.

**Teachers Required** – Native English Speakers

**Education Level Required** – Degree & Non Degree. Prefer TESOL Certified.

**VISA**
The employee enters Kuwait on a Business visa, after which an application is made for an NOC (No Objection Certificate) for employment. Once this is obtained the person has to leave and re-enter Kuwait with the NOC. Once the employee has arrived on an NOC, the process of stamping the residence or the 'Iqama' starts. This can, in some instance, take weeks. The formalities have to be completed within 60 days of entry, otherwise a daily penalty fee of KD 2 will be levied.

**Note:** after a person has entered the country on an NOC, he or she cannot leave the country until the residence permit has been issued. Also he or she will not be able to drive a vehicle in Kuwait until a valid Kuwaiti Driving Licence is issued, unless, of course a temporary licence is obtained in the interim. One can only apply for a Driving Licence once the Residence Visa has been obtained and the Civil ID has been issued.

**Contracts:** 12-24 month

**Online Job Availability:** low

**Cost of Living:** high

**Busiest Period:** Jan, Sep

**Income:** 550 ($2,442.16 AUD) - 850 KWD ($3,774.37 AUD)
Exchange=1 AUD = 0.225210 KWD (Kuwait Dinars)

**Average Work Hours:** 25 hours

**Tutoring:** is available

**Benefits:** No income Tax, accommodation, health care and airfare usually provided

**Note:** Polio, Typhoid vaccination recommended
Lebanon

The official language is Arabic, followed by French as the second language; English is widely spoken. Job opportunities exist in Universities, Public Schools and Language Schools as for example The British Council and ALLC- Americian Lebanese Language Centre in Sin El Fil, Beirut.

Teachers Required – Native English Speakers

Education Level Required – Degree. TESOL Certificate preferred

VISA – Applications for employment are submitted by the Lebanese company or person representing the applicant/s to the Ministry of Labor for prior approval. Thereafter, these representatives should present the application form to the Directorate General of the General Security for its approval. The approval is communicated to the Embassy or one of the Consulates of Lebanon, through the Ministry of Foreign Affairs.

Contracts: 1 year

Online Job Availability: low

Cost of Living: relatively expensive

Busiest Period:

Income: Annual income over15-25K US$

Average Work Hours: 25-30 hours

Benefits: Accommodation provided, Round trip airfare included, Medical insurance provided

Note: Health insurance is essential.

The Government of Lebanon refuses entry to holders of Israeli and Palestinian passports, holders of passports containing a visa for Israel, valid or expired, used or unused and passports with entry stamps to Israel. All but essential travel is advised to the northern Beka’a Valley and areas of South Lebanon close to the Israeli border. There continues to be a high risk of terrorist attacks throughout the Middle East, including in Lebanon. All visitors should be particularly vigilant in public places - such as tourist sites - and avoid military sites and Palestinian refugee camps.
Oman

Arabic is the official language of Oman, though English is widely spoken in business circles. Candidates wishing to apply for EFL teaching positions must be at least native English speakers and hold a TESOL certificate.

Teachers Required – Native English Speakers

Education Level Required – Degree. Prefer TESOL Certified.

VISA – A work visa is granted at the request of a local sponsor and on his responsibility to a foreigner who comes to Oman for employment and whose age is not below 21 years. With regard to permits which are conditional on employment inside the country, the foreigner for the visa is requested must be already present in the country with an employment residence specifically.

Contracts: 12-24 month

Online Job Availability: low

Cost of Living: Costs in Oman fall mainly into the budget and top-end categories. There’s next to nothing in the middle. Good food can be very inexpensive, but accommodation is either cheap and unappealing or good but expensive.

Income: 675 OMR ($2,264.06 AUD) - 1400 OMR ($4,695.79 AUD)
Exchange: 1AUD = 0.298148 OMR (Riyal Omani)

Average Work Hours: 18-25 hours

Tutoring: is available

Benefits: accommodation provided, airfare, Work permit and visa applied and paid for, basic medical insurance, 4-8 weeks paid vacation (Depends on contract and institution), there is no income tax in Oman,

Note: Polio and Typhoid vaccination are recommended. Although Oman displays a more tolerant attitude than it's neighbouring states women should still dress modestly; in accordance with religious traditions.
Saudi Arabia

The Kingdom of Saudi Arabia has always been seen as paying some of the highest ESL/EFL tax-free salaries in the world. Free airfares, accommodation, health care and education for dependent children are also typically thrown in. The demand for ESL/EFL teachers in Saudi Arabia remains strong. Foreign teachers should not consider looking for work in Saudi Arabia unless they have a University degree and an internationally recognized TESOL certificate. A lot of Saudi schools and universities employ teachers to teach in their Language Departments; Military and Petrochemical institutions employ teachers for their in-house English language programs. The restrictions on female ESL/EFL teachers are very rigid. It is almost impossible for an unattached female ESL/EFL teacher to find work. Most employers will only consider applications from women teachers if they are the other half of a married teaching couple.

Teachers Required – Native English Speakers

Education Level Required – Degree. Prefer TESOL Certified.

VISA – ESL/EFL teachers need to have a written offer of employment from a Saudi company, prior to applying for a Work Visa. Generally, the Saudi employer will look after the visa application for the teacher.

Contracts: 12-24 month

Online Job Availability: low

Cost of Living: The cost of living is similar to, or slightly more expensive than, the Australian

Busiest Period: All year round

Income: 2000 ($699.970 AUD)- 12000 SRS ($4,144.02 AUD) monthly (tax free), Exchange= 1AUD = 2.85668 SAR (Saudi Arabia Riyals)

Average Work Hours: 17-30 hours

Tutoring: Common. AUD $13-$45 per hour
Benefits: 3-8 weeks paid vacation, Air-fare Reimbursed. (Dependent on contract and institution.) Free accommodation, Free transport to work, medical insurance
Note: Health insurance is essential. Recommended vaccinations: Typhoid, Malaria, Tetanus, Polio, Hepatitis A, Meningitis.

Saudi Arabia is a fundamentalist Muslim country in which Islamic law is strictly enforced. Common restrictions in Saudi Arabia: No alcohol, pork products or religious books and artefacts not related to Islam are permitted. There are no bars in Saudi Arabia, and alcohol is served nowhere to anyone of any religious persuasion. Dancing, music and movies are prohibited in public. Dress should be conservative at all times. In public, women should wear ankle-length dresses, long sleeves and (preferably) a head scarf. Women should not wear trousers in public. Men and women who are beyond childhood years should not mingle in public, unless they are family. A woman caught socializing with a man who is not a relative may be charged with prostitution.

Visitors are advised to familiarise themselves with behaviour and dress codes before entering the country. Photography of local people, government buildings, military installations and palaces is not allowed, and women are not permitted to drive or ride bicycles. Religious customs should be respected.
Syria

Syria is not a wealthy country and salaries are considerably lower than those offered in oil rich countries. There are a limited number of opportunities in the private language schools in Damascus. Teachers should arrange teaching positions and contracts before arrival.

Teachers Required - Native English Speakers.

Education Level Required - Prefer TESOL Certified.

VISA
- Business Visa requirements
- A passport valid for at least six months (Passport must be signed.)
- Two completed visa application forms.
- Two passport-size photos taken within the past six months
- US $61.00 embassy consular fee. (Do not send separately -- included in total cost.)
- Copy of travel ticket or itinerary.
- A completed Capitol Visa Services Service Request Form. (One form per request.)
- Letter from applicant’s company on company letterhead giving details of the nature of visit, including the dates of stay, hotel information and addresses, organization to be visited and a financial guarantee from the company, signed by a senior manager addressed to the Syria Embassy

Contracts: 6-12 month

Online Job Availability: low

Cost of Living: low

Income: US$ 1950 ($2,553.61 AUD) - US$ 2500 ($3,273.86 AUD)
1AUD = 0.763925 United States Dollars (USD)

Average Work Hours: 20-30 hours

Tutoring: is available

Benefits: accommodation will be provided, national holidays and flights are paid.
Notes: Recommended vaccinations: Hepatitis A, Hepatitis B, Rabies, Typhoid.

Your risk of malaria may be high. Prevent this serious disease by seeing your health care provider for a prescription antimalarial drug and by protecting yourself against mosquito bites.

Syrian currency cannot be exchanged for any other currency except at government-approved exchange centers within Syria, and it cannot be exchanged back into foreign currency. Travelers must declare all foreign currency when they enter Syria. There are no foreign banks and no ATMs in Syria. Traveler's checks are not widely accepted.
Turkey

The boom in English language learning in Turkey stems back to the 1980s, when tourism suddenly took off and when, in 1987, it lodged its application to join the European Union. Opportunities for university graduates with a TESOL Certificate (normally CELTA or Trinity Cert.TESOL) exist in a number of different sectors. Although it may not be a requisite, but a university degree and a commitment to stay for a year usually are. In Ankara, Istanbul and Izmir, private language schools have sprung up, while private secondary schools and universities Bilkent and Sabanci also take on a significant number of native-speaking English teachers each year. Full recognition of qualifications in these institutions is only accorded to teachers who have a teaching qualification approved by the Department of Education in their own country. There is a slight preference for British English in Turkey, attested to by the popularity of the Cambridge (KET, PET, FCE, CAE, CPE) exams, though any suitably qualified native English speaker should find work on arrival without too much trouble.

**Teachers Required** - Native English Speakers.

**Education Level Required** - Degree. Prefer TESOL Certified.

**VISA** - All foreign ESL/EFL teachers intending to work in Turkey will need a Work visa. To obtain a Work visa, you will need a written offer of employment from a Turkish institution. Most schools which recruit from overseas will assist with the visa application process.

Teachers arriving in Turkey on a Tourist visa who subsequently find work will normally need to leave Turkey to apply for a Work visa. On arrival in Turkey, you will need to obtain a separate Residence Permit (ikamet tezkeresi) and will need to provide originals of their university certificates/transcripts, TESOL certificate and passport + 3 photos.

**Contracts:** 9-24 months

**Online Job Availability:** Low

**Busiest Period:** Oct- June

**Cost of Living:** Low by EU Standards

**Income:** US$700 ($918.067 AUD)-$1,500($1,967.29 AUD) per month.

**Average Work Hours:** 20-33 hours
**Tutoring:** Common. US$8 ($10.4908 AUD)-$25($32.7837 AUD) per hour

**Benefits:** Flights are often paid if the teacher has been recruited from overseas. Otherwise, unlikely. Paid holidays, Medical insurance provided, Accommodation is sometimes - but not generally -subsidized.

**Notes:** Health Insurance is essential. Recommended vaccinations: Polio, Typhoid, Tetanus, Hepatitis A.

Since the devaluation of the Turkish Lira in Feb 2001, salaries have been whittled away by rising inflation. Teachers should endeavour to find a job with either a foreign-currency-linked salary, or a position which offers an inflation-linked rise each month.
United Arab Emirates

The UAE is one of the most liberal countries in the Gulf, although it is still very conservative by Western standards. Oil has brought wealth to the region and has increased the need for the UAE to learn English. All positions require TESOL qualifications. As in Kuwait and Saudi Arabia, reasonably well-paid jobs exist for those with prior teaching experience. Salaries are a bit lower but so are the educational requirements. Many teachers find the UAE less restrictive than some of the other Gulf States.

Teachers Required – Native English Speakers

Education Level Required – Degree. Prefer TESOL Certified.

VISA – All foreign teachers intending to work in the UAE need a Work visa. To obtain a Work visa, teachers need to be sponsored by a UAE-based employer. The employer will normally apply for the Work visa on behalf of the teacher. It is illegal to work on a Tourist visa.

Contracts: 12-24 month

Online Job Availability: low

Cost of Living: relatively expensive

Busiest Period: All year round

Income: 7600 AED($2,716.23 AUD)-12000 AED($4,229.47 AUD) per month, Exchange= 1AUD= 2.79903 AED (United Arab Emirates Dirhams)

Average Work Hours: 18- 30 hours

Tutoring: Common. 100($35.7316 AUD) -350 AED ($125.059 AUD) per hour.

Benefits: salaries free of tax, vacation paid, airfare ad health care usually provided, Assistance with or paid accommodation.

Note: Health insurance is essential. Recommended vaccinations: Typhoid, Hepatitis A, Polio, Malaria, Meningitis. The EL Gazette, EL Prospects, and The Times and Guardian often contain ads for teaching positions in Saudi Arabia. It is not permitted for individuals to kiss publicly. Young males and young females, found wondering the streets at night are sometimes picked up by the police and spend a night in jail. This is done to reduce the amount of crimes that happen at night and after the night in jail, they are released the next morning after being finger printed.
Yemen

Yemen might seem like an unlikely destination for ESL/EFL teachers to head for, but the demand for native-speaking English teachers out here is significant. Yemen itself is a poor country with a per capita income of less than $450 per year. But its varied landscapes and cultures make for interesting travels.

There is an increasing number of English-medium schools in Yemen, all of which will consider applications from qualified ESL/EFL teachers; there are also teaching opportunities in the oil and gas industries, with the Canadian-Oxidental oil company being one of the biggest employers of ESL/EFL teachers in Yemen.

**Teachers Required** – Native English Speakers

**Education Level Required** – Prefer TESOL Certified.

**VISA** – A work visa is required. Applicants must present a letter of job offer, issued by the employer in Yemen, to the Yemeni consulate/embassy in the applicant's country.

**Contracts**: 12 months

**Online Job Availability**: low

**Cost of Living**: If you conform to traditional Yemeni lifestyle you can live relatively cheaply but if you want to purchase western food and enjoy ensuite facilities this will be expensive

**Busiest Period**: Sep-June

**Income**: AUD$1,300-$2,000 per month

**Average Work Hours**: 18 –30 hours

**Benefits**: flights usually paid, when recruited from overseas

**Tutoring**: not very common.

Note: Health insurance is essential, recommended vaccinations: Polio, Typhoid, Hepatitis A. Women are not allowed to visit Yemen without a male companion. Dress modestly and do not look at the local men or smile at them.
Egypt

Egypt is one of the best paid teaching positions in North Africa—particularly in the Sinai Desert. There are fewer restrictions for woman in Egypt than in many of the other Muslim countries of North Africa and the Middle East.

In prosperous residential areas like Heliopolis, Mardi, and Zamalek anyone who can cultivate contacts may be able to set up private lessons.

**Teachers Required** - Native English Speakers.

**Education Level Required** - Degree. Prefer TESOL Certified.

**VISA** - Most ESL/EFL teachers arrive in Egypt on a tourist visa (which can be obtained from the airport and is generally valid for 1 month).

- Once you have found a job, your employer will apply for a work permit from the Ministry of the Interior. Work permits are not processed abroad. Approval generally takes around 2 weeks.

**Contracts:** 8-24 months

**Online Job Availability:** low

**Busiest Period:** Sep- June

**Cost of Living:** Partly because inflation is very high in Egypt, expenses are low

**Income:** US$5 ($6.57506 AUD)-15$ ($19.7252 AUD) per hour.

Jobs here fall into two categories: those paid in local currency (the Egyptian pound), and those paid in foreign currencies. Expatriates who are paid in EGP earn much less than those earning hard currency. An Egyptian-financed nongovernmental organization (NGO), for instance, might pay the equivalent of $450-$750 a month. By contrast, a high school teacher at one of Cairo’s elite private schools might earn between $25,000 and $45,000 a year. The lucrative jobs that pay in dollars are typically lined up before coming here. Once you arrive in Cairo, you will be limited to searching for jobs that pay in EGP. Costs are low, however, so it is possible to live comfortably on an Egyptian salary. 1 Australian Dollar (AUD) = 4.38871 Egypt Pounds (EGP)

**Average Work Hours:** 22-30 per week
**Tutoring:** Very common. Expect to earn US$10-35 per hour

**Benefits:** Unless the position was arranged through an organization such as AMIDEAST, it is very unlikely that your flight would be paid. Accommodation is easy to find, but can be expensive in Cairo (eg, US$450-$550 per month for a 2-bedroom apartment).

**Notes:** Health insurance is essential, Recommended vaccinations: Hepatitis A, Polio, Typhoid.
Morocco

Although Morocco is a Francophone country, English has gained prominence in both academic and business circles. Ten American Language Centers in all the main cities employ a number of native speakers- some as part of a Visiting Teachers Program. The Moroccan Ministry of Labor stipulates that all foreign teachers have a university degree to qualify for a work permit. Permits are obtained after arrival.

**Teachers Required** - Native English Speakers.

**Education Level Required** - Degree, Prefer TESOL Certified.

**VISA** - For work permit a letter of contract between both the parties is required along with original educational and work experience certificate. Visa will be referred to Morocco and can only be issued after the approval is received. An entry visa will be issued and period of stay will be stamped on arrival.

**Contracts**: from 10 month

**Online Job Availability**: low

**Busiest Period**: Oct- July

**Cost of Living**: low

**Income**: Between 7000 ($1,020.76 AUD)-9000 Dirhams ($1,305.97 AUD) per calendar month NET salary depending on experience

1 AUD= 6.86499 Morocco Dirhams (MAD)

**Average Work Hours**: 25-30 hours

**Tutoring**: from 100 MAD ($14.5392 AUD) an hour up

**Benefits**: paid holiday, Return flight reimbursed, Medical insurance provided, Assistance with Accommodation (Depends on contract and school)

**Notes**: Health insurance is essential. Recommended vaccinations : Typhoid and Hepatitis, polio and tetanus vaccines.
South Africa

EFL/ESL education is just starting to take off in South Africa. Most of the schools are located in Cape Town due to it being a major tourist attraction.

There aren’t many EFL / ESL jobs advertised for non-South African teachers. As a matter of fact, there aren’t many for South Africans either. Foreign ESL / EFL teachers, in South Africa, work for big chain schools like International House. Bring you own ESL /EFL books and materials as they are not readily available in South Africa. Most books are ordered from overseas.

Teachers Required – Native English Speakers

Education Level Required – Prefer TESOL Certified.

VISA – All nationalities require a work visa. Applications must include employment offer. It will be necessary to prove that a South African citizen is not qualified to do the same job. Most nationalities do not need an entry visa for South Africa.

Contracts: 3 months- 2 years

Online Job Availability: low

Cost of Living: Accommodation and other tourist facilities in the cities can be expensive. Avoid short trips in city taxis which are sometimes more expensive than long distance journeys.

Busiest Period: Feb-Dec

Income: AUD$ 6-23 per hours

Average Work Hours: 25- 40 hours

Benefits: airfare and accommodation are unlikely to be paid, unless recruitment takes place overseas

Tutoring: $6-$40 AUD per hour

Note: Health Insurance is essential, recommended vaccinations: Hepatitis A, Polio, Tetanus, Typhoid, Malaria, Yellow Fever
TESOL Résumés, CVs and Cover Letters

The application and interview process when applying for teaching jobs overseas is quite different from the way it is done here in Australia. You must bear in mind that the only way the school really gets to “meet” you is through your cover letter, resume, and letters of reference. After these documents are produced, you may have a short phone interview that usually lasts 10-20 minutes.

You must prepare your letter of introduction and resume carefully. You want to be sure that you are presenting yourself as a teacher, no matter what you have done in the past. You also want to be sure that you include all relevant information on each document and that you have all the documents that the school will need to see in order to hire you. Many teachers lose out on positions because they do not have their paperwork and documents organized and ready for the school.

The information in this chapter will help you create the most effective documents to get the job that suits all of your needs. Answer the questions provided in this chapter in order to help you organize all of your documentation. By doing this, you will create a clear and concise resume package for teaching overseas.

After these documents have been prepared, you are ready to begin your job search. This chapter will also go through the various ways of finding employment overseas.
Application Process

1. Create your resume package, which includes a cover letter, your resume, and at least three reference letters, as well as a photograph of yourself to send to the school.

2. Send your letter of introduction by fax, e-mail or mail to all the schools/recruiters that you have found. Obviously, e-mail is the quickest and cheapest way to send these documents. The Internet is the most common form of communication in the English teaching industry. It is not uncommon to send an e-mail containing only the letter of introduction and to be offered a job the same or following day. To keep your resume and photo on hand, we recommend opening a ‘Hotmail’ or ‘Yahoo’ account and storing the files in one of the folders. This makes it very simple to reapply for another job once you have compiled your first application package. Trying to find a resume after a year can be very difficult, especially if you are in a different country when you start to look for it.

3. Upon request, e-mail, fax or mail your application package (cover letter, resume, reference letters, and photo, as well as any additional documents specifically requested) to all schools that respond to your letter of introduction. These are only suggestions. Please follow the method of submission that the school wishes you to follow.

4. Send your cover letter, resume, reference letters, and personal photo by international courier or by e-mail. Include any additional information or documents requested by the school. Check to see if the school can handle large e-mail attachments before sending any scanned materials. Due to virus alerts, a scanned copy of your resume is safer to send than the actual Word document, but crashing your potential school’s computers before you arrive is definitely an uncool thing to do.

5. Make sure you know at which time you should call or fax, and if you can figure it out, the time difference. (You would be surprised at how many people cannot figure out the concept of different places and different time zones.)
Here is a list of characteristics that all directors will be looking for in their new EFL teachers. Circle the ones that you feel best describe you, or have a friend or family member circle all the ones that they feel best apply to you. Sometimes you will find that an outside source notices more characteristics in you than you do in yourself!

- Ability to think quickly
- Academic knowledge of English
- Active
- Adaptable
- Apathetic
- Approachable
- Available to students outside of class
- Enjoys challenges
- Good communication skills
- Confident
- Co-operative
- Creative
- Cultural curiosity
- Cultural perceptiveness
- Encouraging
- Energetic
- Enjoys learning
- Enthusiastic
- Firm, yet fair
- Flexible
- Focused
- Gregarious
- High expectations of students
- Innovative
- Leadership skills
- Good management skills
- Open-minded
- Organized
- Passion for people and teaching
- Patient
- Positive
- Good presentation skills
- Professional
- Provides structure
- Punctual
- Respectful
- Self-motivated
- Sense of humour
- Sensitivity to various personalities
- Spontaneous
- Takes initiative
- Team player
- Tolerant
- Understands different styles of learning
- Understands different styles of teaching
- Warmth
- Willingness to constantly
From these characteristics that you (or another person) have circled which represent your character, what experiences or events in your life reflect these traits? Write down the trait and the event or experience that demonstrates each trait and include it in your letter of introduction or on your resume.

**Teaching Experience**
We all have taught at some point in time; however, it may not have been directly called teaching. Take a look at the list of possible teaching experiences below and take note of the ones that apply to you. All of these contain character-building experiences, which will be inherent in ESL/EFL teaching.

- **Childcare.** Have you ever babysat or minded children? This shows that you are responsible and trustworthy of taking care of someone else's children. While providing this childcare, you probably taught them a new game, song or activity, which will be useful in your class.

- **Tutoring.** Tutoring is directly related to teaching as it proves that you are able to organize a lesson in order to assist someone’s understanding of a subject they are having difficulty with.

- **Coaching.** This is also teaching. By demonstrating and explaining the rules of a game and showing people how to be team players, you have proven that you can teach.

- **Leader/President.** Being a leader of a group of people means that you can provide assistance and structure, and can make well informed decisions. This is important, as this is exactly what you will be doing in your classroom.

- **Customer service.** This is an informal way of teaching, as you are informing people about products or information that they will need to make a decision. This indicates that you have communicative abilities and that you are able to work with many different people.

- **Training at work.** If you have ever been in charge of training others at work, this means that your employer feels that you have the people skills and knowledge to effectively show someone else how to do something properly. This also proves that you are able to communicate new ideas effectively.

- **Presentations.** Are you able to get up in front of many people and talk? This is important as it shows that groups of people do not intimidate you and that you can get your ideas across clearly.

- **Being a member of a group or team** illustrates that you are able to work as part of a team, especially if this group worked on projects such as promotions, charity work, or putting together events.

- **Dealing with complaints or Human Resource experience.** This experience will prove that you are able to solve problems independently and can work with people in order to arrive at a solution.
Camp counsellor. If you have ever been in charge of a group of children, this will be much like being a teacher in an ESL/EFL classroom. This proves that you are able to manage many children and that you are able to keep them content and busy.

Independent projects. If you have ever planned and completed any kind of project on your own, or within a group, this will show that you have creative thinking abilities and organizational skills.

Artistic talent. This is always an asset in the classroom. By bringing your artistic talent to the class, it shows that you will be creative in your teaching.

Planning of any sort. If you have ever made schedules, held meetings, or planned a staff party, etc., this shows that you are able to organize and implement a plan of any kind, such as a lesson plan.

10 Best Teaching Experiences
After reading the above examples, write down your top 10 teaching experiences in each space below:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
Cover Letters

Cover Letters Samples
CV cover letters must be very professional and perfectly presented. Use a smart good quality letter headed paper, and ensure that the name and address details and date are correct and personal for the recipient of the CV. Do not use scruffy photocopies - ideally do not use photo-copies at all.

CV cover letters should look individual and special for the job concerned. Keep CV cover letters brief and concise. The reader will make assumptions about you from what you write and how you write it and the quality of your cover letter presentation.

Sample CV Cover Letter
Ensure you lay the letter out neatly on your own good quality letter headed paper, with your own address top right or centre-top. Avoid fancy fonts and upper case (capital letters). Use a single font 10-12pt size, maybe bold or underlined for the reference or heading if you use one.

- Full name and address details.
- Date
- Reference if required.
- Dear (Mr/Mrs/Ms Surname)
- (optional heading, bold or underlined - normally the job title and or reference if they’ve asked you to quote one)
- I enclose my CV in respect of the above reference (English Teaching Position). You will see that I have the required skills, capabilities and experience for this position, notably (state two or three attributes briefly).
- I look forward to hearing from you.
- Yours sincerely
- (Sign)
- (And below print your name - not hand-written)
- always include your email address and not a phone number.

Cover letters
It is best to post a Cover letter online and once you receive a request from a school or college then send your CV.

Here are some examples - include two or three in your cover letter that best match your own profile and their likely interest:
- reliable and dependable
- decisive and results-driven
- creative problem-solver
• team-player
• technically competent/qualified (state discipline or area)
• commercially experienced and aware
• task-orientated
• excellent inter-personal and communications skills
• sound planning and organizational capabilities
• loyal and determined

Cover letter sample
Again, ensure you lay the letter out neatly on your own good quality letter headed paper, with your own address top right or centre-top. Avoid fancy fonts and upper case (capital letters). Use a single font, maybe bold or underlined for the reference or heading if you use one.

• Full name and address details.
• Date
• Dear (Mr/Mrs/Ms Surname)
• (optional heading, bold or underlined - in this example you would normally refer to a job title, and include with the word 'opportunities' or 'openings', for example: 'commercial management opportunities')
• I am interested in any openings in the above area and enclose my CV. You will see that I have skills and capabilities that enable me to make a significant contribution to an organization such as your own, notably (state two or three attributes briefly).
• I look forward to hearing from you.
• Yours sincerely
• (Sign)
• (And below print your name - not hand-written)

As you can see, CV cover letters can be short and very concise. Cover letters need to be, otherwise people won't read them. Writing a short concise, hard-hitting cover letter for CV also shows confidence and professionalism.

The bigger the job, the longer you can make your CV cover letters, but even cover letters for board level positions have more impact if they are very short and concise. Make your key points in a no-nonsense fashion and then finish.

Keep your CV and cover letter simple. Your CV and cover letter must be concise and easy to read. Your CV and your cover letter must sell you, must be tailored to what the reader is looking for.
CV Writing Examples and Samples of Descriptions, Phrases and Words

Here are some samples and examples of descriptive phrases and words for writing impressive and professional CV's.

As a general guide, try to 'blow your own trumpet' in your CV. Don't be shy. Be bold.

Use strong professional-looking phrases in describing your personality, capabilities, experience and achievements. One or two other people competing for the same job will be doing just this, so be fair to yourself and ensure you do it too.

Cut and paste, mix and match, copy and use from the examples below what works for you and makes you feel comfortable - and which provides a description that gives you something to aim at and that you'll be proud to live up to.

For each statement that you use, ask yourself the question that the interviewer might ask:
"...You're CV says that you are [whatever description] - Can you give me an example of this in your work experience?..." and make sure you can think of a really good answer which provides evidence and proof of your description.

Note that some phrases below are connected with dashes or semi-colons (;). Use punctuation in a varied professional way to illustrate your ability with written communications. Semi-colons are rarely used because most people don't have the confidence of knowledge to use them. In fact a semi-colon is simply a longer pause than a comma; a bit less than a full-stop (a 'period' in the US). Someone reading your CV who appreciates good written language skills will notice the use of a semi-colon and infer from it something positive about the writer. It's all part of the presentation. Every little edge helps.

Ensure your grammar and punctuation format is consistent. For example, in bullet points, either use full-stops or don't use them. Decide on a format and apply it consistently. Same with capital letters at the start of bullet points - either use them or don't - avoid mixing the grammar format. These days grammatical tolerance is quite flexible - no-one will criticise you for using or failing to use full stops or capital letters in bullet points - the important thing is to be consistent. Same applies with headings, bold type, and underlines: decide on a format and use it consistently. This helps keep your presentation style simple, clear, tidy and professional.
Mix and match words and phrases to project yourself, and also to reflect what you believe the job requires and what the employer and interviewer are particularly seeking.

**CV words and phrases examples - personal profile, capabilities, etc**

- results-driven, logical and methodical approach to achieving tasks and objectives
- determined and decisive; uses initiative to develop effective solutions to problems
- reliable and dependable - high personal standards and attention to detail
- methodical and rigorous approach to achieving tasks and objectives
- entrepreneurial and pro-active - strong drive and keen business mind
- identifies and develops opportunities; innovates and makes things happen
- good strategic appreciation and vision; able to build and implement sophisticated plans
- determined and decisive; uses initiative to meet and resolve challenges
- strives for quality and applies process and discipline towards optimising performance
- extremely reliable and dependable - analytical and questioning, strives for quality
- methodical approach to planning and organising - good time-manager
- excellent interpersonal skills - good communicator, leadership, high integrity
- strong planning, organising and monitoring abilities - an efficient time-manager
- self-driven and self-reliant - sets aims and targets and leads by example
- good interpersonal skills - works well with others, motivates and encourages
- high integrity, diligent and conscientious - reliable and dependable
- self-aware - always seeking to learn and grow
- seeks new responsibilities irrespective of reward and recognition
- emotionally mature and confident - a calming influence
- detailed and precise; fastidious and thorough
- decisive and results-driven; creative problem-solver
- good starter - enthusiastic in finding openings and opportunities
- creative and entrepreneurial networker - effective project coordinator
- reliable and dependable in meeting objectives - hard-working
- emotionally mature; calming and positive temperament; tolerant and understanding
• seeks and finds solutions to challenges - exceptionally positive attitude
• great team-worker - adaptable and flexible
• well-organised; good planner; good time-manager
• seeks new responsibilities and uses initiative; self-sufficient
• solid approach to achieving tasks and objectives; determined and decisive
• excellent interpersonal skills - good communicator, high integrity
• energetic and physically very fit; quick to respond to opportunities and problems
• active and dynamic approach to work and getting things done
• financially astute - conversant with accounting systems and principles
• tactical, strategic and proactive - anticipates and takes initiative
• systematic and logical - develops and uses effective processes
• good listener - caring and compassionate
• critical thinker - strong analytical skills; accurate and probing
• good researcher - creative and methodical - probing and resourceful
• facilitative project manager; develops and enables group buy-in
• persistent and tenacious sales developer; comfortable with demanding targets
• resilient and thorough - detached and unemotional
• completer-finisher; checks and follows up - immaculate record-keeper
• team-player - loyal and determined
• technically competent/qualified [state discipline or area, to whatever standard or level]
• task-oriented - commercially experienced and aware
• excellent inter-personal and communications skills
• sound planning and organizational capabilities
• results oriented - focused on productive and high-yield activities
• tolerant and understanding - especially good with young children/elderly people/needy people/disadvantaged people, etc
• emotionally mature - calming and positive temperament - compassionate and caring
• sensitive and patient interpersonal and communication skills
• high integrity and honesty; ethical and socially aware
• energetic and positive outlook, which often inspires others
• calm, reliable and dependable in meeting objectives - logical and numerate
• seeks and finds good outcomes to challenges
• adaptable and flexible; well-organised planner and scheduler
• seeks new responsibilities and uses initiative; self-sufficient

Obviously this list is not exhaustive. Hopefully the examples provide some ideas around which you can develop your own descriptions.
Select words and phrases, and develop statements that emphasise your strengths and capabilities and that reflect the requirements of the job, interviewer and employer.

Use punctuation and conjunctions (words that join words or word-strings, 'and' being the most obvious example) to form elegant statements that look well-balanced and are easy to read.

Select, adapt and compose your statements with care. Get help and feedback (from positive people) to help you produce statements that really work well for you.

When describing your experience and achievements, select examples that are relevant to the the job vacancy, and relevant to the manner in which the employer requires the job be performed.

Not all experience statements (or any of them, in the case of young people at the start of their careers) need to be work-based. Look for non-work experience in other parts of your life that provides evidence of what the employer is seeking.

Construct your experience phrases so that they will demonstrate experience and capabilities that are relevant to employer's job requirements. Create a list of 5-7 key activities which closely match the employer's needs for the job, and for which you can demonstrate competence.

Decide what activities are relevant to you and the role, and then create phrases which add context and scale to whichever of these basic activities you choose to feature.

For example, if we take the activity 'planning', here's a phrase which attaches some context and scale, in this case for a telesales manager: "Planning and budgeting annual sales department activities for 10 telesales people."

Or for Managing, training and developing:
"Management, training and development of a consumer telesales team - 15 staff, 3,000 customers, £3m revenues." Or, for example, if the role requires initiative and determination, and you have no work experience: "Conception and implementation of major fund-raising initiative for (whatever cause) raising (value) in (timescale)."
If you have no direct business or work-related experience for a particular area, then look for non-work experience in other parts of your life that provides evidence of what the employer is seeking. If you think about it you will find some.

Employers will be looking for experience-type evidence in some of these areas, depending on what the job requires. Think about what the employer needs in the job. The job advert often provides good indicators if it is well worded.

Structure your experience statements in the sequence that you think reflects the priority in which the employer requires or sees them. Experience-type examples:

- planning
- monitoring and recording and reporting
- communicating
- working effectively in a team
- implementing and completing
- resolving and solving problems and challenges
- working under pressure and meeting demanding deadlines
- dealing with customers - internal and external
- dealing with suppliers and partners and associates
- supervising others and activities
- checking and policing
- researching and exploring
- analysing and investigating
- coordinating activities and work
- listening, understanding, empathising, helping and solving
- scheduling
- creating
- designing and developing
- controlling quality and testing
- carrying out processes and procedures
- using systems and tools
- operating equipment and tools reliably and safely
- operating and implementing procedures
- initiating and instigating
- developing and coaching and mentoring others
- teaching and training others
- decision-making
- negotiating and mediating
- interpreting and translating [situations, needs, demands, etc - not just words and language]
- managing activities
- directing activities
• determining direction, policy and strategy
• Context indicators which could be attached to the experience activities descriptions could be for example:
• industry sector or segment or niche (eg, 'Automotive, consumer servicing and repairs')
• business-to-business (B2B) or consumer (some people recognise this as B2C)
• type of organisation - private company, public company, institutional, not-for-profit, etc
• other organisational descriptions
• organisational culture, structure, management style
• Examples of non-work experiences that can be used as a basis of relevant and impressive experience, instead of work-related experiences:
  • voluntary work
  • fund-raising
  • grants and funding applications
  • committee membership of societies and clubs
  • organising things - at school, college, university, local community
  • campaigning for a cause
  • collecting things
  • making things
  • running a part-time business
  • teaching and helping people
  • caring for people
  • creating things - art, writing, photography, sculpture, etc
  • languages
  • sports and fitness
  • games and competitions
  • organising events and outings
  • entertaining and performing
  • computers and telecoms
  • music and singing
  • theatre and dance
  • local politics and trade union activities/responsibilities
  • becoming expert and accumulating knowledge in anything
  • reading
  • travel

Turn these to a positive advantage and statement of determination, experience and emotional maturity A CV looks very impressive if it includes a few quantified and relevant achievements - evidence about you and your capabilities that relate to what the interviewer is seeking, and what the job role requires.
Not all achievements (or any of them, in the case of young people at the start of their careers) need to be work-based.

Describing your relevant and impressive achievements on your CV is therefore a great opportunity for you:

- to show that you understand what the job requires - in terms of activities, behaviour and style (by the key aspects of your achievements that you include in your CV)
- to show that you understand the relative importance and priority of the requirements of the role (by the achievements you list and the sequence in which you list them)
- to provide evidence that you fit the job and person specification - that you've done the things they need to be done, or similar things, in the past (achievements are evidence the interviewer needs to see)
- to provide evidence that you have the personal characteristics that the role requires (achievements with suitable scale and context and wording imply personal characteristics)

Employers recruiting for any type job want to find people who are a 'safe bet'; people who have a proven and impressive track record and/or with evidence of appropriate capabilities, style, attitude and potential. Employers don't like taking risks. Interviewers and recruitment decision-makers want to get the best person for the vacancy, but they also want to protect their personal reputation by avoiding making recruitment mistakes, which means minimising risk.

Therefore the more evidence you can provide that you will be a reliable and safe choice, and a very low-risk appointment, the better. Showing impressive, well-worded achievements that indicate you have the sort of capabilities, experience and personality to match the employer's needs, greatly increases your chances of being short-listed and progressing through the interview process.

It is also important to attach scale and context to your achievements statements. Refer to the scale and context criteria lists above. Achievements need to include size, scale and value factors so that the interviewer can assess them properly. Scales enables measurement and assessment. Woolly, vague statements without scale are nowhere near as impressive as statements with clear hard facts and figures.

Context helps explain the claim, and helps position the statement as being relevant to the job vacancy, and the characteristics that the interviewer and employer are seeking. Context simply means the situation. As ever, you must ensure you can back-up and be prepared to provide evidence in support of your achievements statements and descriptions.
Think about achievements you've attained in the past and identify the ones which match or relate to the requirements of the new job. A relevant achievement does not have to be in the same industry or even from a work situation. A relevant achievement is evidence of relevant capability, style, personality, attitude, knowledge or potential. Then having identified some achievements that might serve your purpose, think about how to word them so that they put the main points across using as few words as possible. Choose the 3-5 best, most relevant and most impressive.

Put yourself in the interviewer's shoes. Ask yourself, "If I were recruiting someone for this vacancy, what sort of achievements would I want to see in CV of the successful applicant?" Remember, not all achievements in a CV (or any of them, in the case of young people at the start of their careers) need to be work-based. Obviously if you have examples of some impressive work achievements that fit well with the new employer's requirements then use them, however you might have some impressive achievements outside of work which relate strongly to what the employer is seeking. Think about it. Ask friends for some feedback if you find it difficult to think about yourself in this way. Everyone's got some impressive things about their own background which can be worded to form impressive achievements in their CV.

Employers are seeking evidence of behavioural and attitudinal characteristics, not just work skills, responsibilities and projects. Bringing up a young family and looking after the home is an achievement. Overcoming a disability or personal difficulty is an achievement, and many employers would regard this as hugely valuable and meaningful experience.

For certain types of job vacancies these particular achievements, suitably worded, would strike a powerful chord with the interviewer.

These days, 'life skills', emotional intelligence and maturity, tolerance, wisdom, triumph through adversity, and other good character indicators, are much sought-after attributes. In some cases more sought-after than job-skills and specific work experience. If you possess any of these attributes, then incorporate them as experiences or achievements into your CV. For many of the best employers these characteristics are more significant than qualifications. Everyone can get qualifications - but not everyone is a proper grown-up rounded person. ('Grown-up' here means emotionally mature and well balanced - nothing to do with age.)
Qualifications are absolutely no indication of personal integrity or character or 'grown-upness'. Employers need above all, proper grown-up rounded people - people of character. Your achievements of course convey your character, as well as your capabilities.

Non-work achievements relate to all sorts of working attributes for example organising, communicating, project-management, coordinating, managing people, entrepreneurialism, determination, patience, planning, selling and marketing, purchasing and production, creating things, developing and building things, technical competence and expertise, research and knowledge-management.

Thinking about achievements in this way is usually necessary for young people starting their careers, when they obviously do not have much of a work track-record. Looking for relevant non-work achievements is also relevant for people seeking to change careers.

Hobbies and voluntary work are often a rich source of achievements. See the list of non-work experiences for ideas.

Many people, especially those yet to find work which really excites them or enables them to use their own personal capability and potential, are likely to have put significant energy and enthusiasm into a non-work activity or passion.

It might be as secretary or treasurer for the local sports club, a school governor, a campaigner for a cause or charity. You might run a website for the local community group, or for a society or club.

**In fact, most people's work achievements pale into insignificance alongside the things they've achieved outside of work. You are likely to be the same. Think about the special impressive things you've done so far in your life - and use them to create some powerful achievements statements for your CV.**

The reason most people don't do this is that most people are very modest and self-effacing. They don't like to 'blow their own trumpet'. This is normally fine and actually very admirable - until it comes to writing a CV. If you are one of these people who prefer not to think about all the great things you've done, you owe it to yourself to adopt a slightly more outgoing and extravert mindset for half and hour or so, and think about your own achievements that should be in your CV.
Think hard about all the good things you’ve done - things that you take for granted - there will be many things that represent just the sort of achievements and evidence that the employer is hoping to see in a good CV.

Don’t wait to be asked - think about it, identify your achievements, shape them into impressive statements with scale and context, and put them into your CV.

Everyone has a few very impressive achievements in their past - they just need thinking about and then orienting into descriptions that fit the personal qualities and capabilities that the interviewer and employer are seeking.
Why’s having a well presented Resume so important?
Firstly, it is vital to understand the resume reviewing process and your recruiter’s situation:
• Recruiters and employers may be dealing with 10s of applications per vacancy.
• Normally under pressure to understand the English content as they are usually not Native English speakers, readers.
• They will make their first decision on your application by only scan reading your resume.
• They are initially searching for just a few keywords in your resume.
• They will ruthlessly discard resumes that they are finding difficult to navigate through; as their time is precious and too wordy a resume will confuse them.
• They will not give you the benefit of the doubt.
• They don’t know what you are really like & the presentation of your resume will reflect on you & the work they can expect from you.
• Resume processing is very tedious for most recruiters, so if you make their life easier they will instantly take a positive attitude towards you.

Many jobseekers do not realise that the way their resume information is presented, can often be of more value in getting to the next stage of the application process, than the information itself.

**Poor presentation can:**
• Hide your most important information from the recruiter.
• Stop your resume from being read fully.
• Build a negative impression of you in the mind of the recruiter.
• Convey to the recruiter that you would produce a poor standard of work.
• Ultimately, STOP your application from going to the next stage.

**Good presentation can:**
• Attract the recruiter to read the resume the moment your application is received & before other applicants.
• Convey that you possess more skills than just what is described in the text of your resume.
• Smoothly guide the recruiter to the relevant areas of your history.
• Instantly give the recruiter a positive feel about you.
• Ultimately, get you an interview for your perfect job.
Keep your curriculum vitae simple. Your curriculum must be concise. Your curriculum vitae must be easy to read. Your curriculum vitae must sell you. And your curriculum vitae must be tailored to what the reader is looking for.

These CV and letter principles apply to all career moves - full-time jobs, part-time, internal, external, promotions, new jobs and teaching work experience placements - wherever an employer or decision-maker is short-listing or interviewing or selecting applicants - the short-listed candidates will invariably be the people who have the best CV's and best covering letters.

CV writing is like advertising. Your CV must sell you to a prospective employer, and compete against other applicants who are also trying to sell themselves. So the challenge in CV writing is to be more appealing and attractive than the rest. This means that your curriculum vitae must be presented professionally, clearly, and in a way that indicates you are an ideal candidate for the job, i.e., you possess the right teaching and people skills, experience, behaviour, attitude, morality that the employer is seeking. The way you present your CV effectively demonstrates your ability to communicate, and particularly to explain a professional business proposition.

Put yourself in the shoes of the employer: write down a description of the person they are looking for. You can now use this as a blue-print for your CV. The better the match the more likely you are to be called for an interview.

If you find it difficult to match your own CV description to the requirements of the role, then perhaps the role isn't for you. There's little or no point distorting or falsifying yourself in order to get a job. If you falsify yourself in your CV you'll be unlikely to provide the necessary proof of your claims at interview, and even if you manage to do this and to get the job, then you'll not be able to do the job enjoyably without stress.

Obviously lying in a CV is a risky strategy, especially about qualifications, and you should avoid any such temptation. Better to be proud and confident of who you are. Integrity and reputation are more important than qualifications. A CV with a lie is an embarrassment, or even a dismissal, waiting to happen, sometimes years later when you've a lot more to lose.
Blow your own trumpet, emphasise your characteristics, your capabilities and achievements - this is all fine - but know where to draw the line. Positive emphasis and strong presentation is good; falsehoods are not. On the point about ‘blowing your own trumpet’ (presenting yourself within the CV in a very positive light) - many people find this difficult, especially those with strong ‘sensing’ personalities, who see life in terms of bare facts. If you are one of these people (in fact many people are) try to get help from someone creative and enthusiastic to assist you in interpreting and writing very positive phrases and descriptions about you for your CV. In your CV it’s important to emphasise your attributes in strong, relevant and expressive terms; modesty doesn’t work particularly well on any CV.

Additionally, there is a widely held school of thought that writing such statements - powerful descriptions about yourself, your personality and your strengths and capabilities - actually helps you to become even more like the person you describe. It’s related to NLP, self-talk, self-belief, and positive visualisation: we tend to live up to our claims when we write them down and commit to them. Creating a positive CV for ourselves helps us to grow and to become how we want to be.

**CV Presentation and Structure**

Presentation and sequence of items with your CV are very important, as it is in advertising, and most people get it wrong, which makes it easier for you when you get it right. When you are selling anything you need to get to the key points quickly. The quicker the reader can read and absorb the key points the more likely they are to buy. A well presented and well-structured CV also indicates that you are professional, business-like and well organised. The structure suggested below sells your strengths first and provides personal and career history details last - most people do it the other way round which has less impact. Structuring a CV like this you can immediately stand out from the others and make a much better impression.

For all but very senior positions you should aim to fit your CV on one side of standard sheet of business paper.

**Writing CV’s With No Career History or Work Experience**

The tips and examples in this article still apply if you have little or no work experience. Experience is in everything we do - especially in the most important areas such as maturity (grown-up attitudes) and emotional intelligence, communications, creativity, responsibility, determination, integrity, compassion, problem-solving, etc - these are the qualities employers really seek - so if you are leaving school or college or university and putting together your first CV, then look for the relevant transferable learning in your life experience and use these examples within the
structure provided on this page. You'll not have a career history, but you can certainly illustrate and prove that you have qualities gained and learned from your life experience, that employers will recognise and want. It is true that many employers need experienced people. Some are firm about this; others can be persuaded to consider an applicant who has special qualities but no experience - it depends on the job and the needs of the employer. There are some employers who will be interested in fresh young people who are keen to learn and who are highly committed, and who can demonstrate that they possess other qualities that perhaps more experienced people do not. This is why you need to write a good letter accompanying your cv that explains clearly and concisely your strengths and values, and relevant life experience, to an employer, and then to send the letter, and follow up with phone calls to as many employers as you can. Be persistent and determined, and you will find in time find an employer who wants someone just like you. Meanwhile take advantage of every opportunity to learn and gain experience in your chosen field: join discussion groups, read journals, attend courses, lectures and exhibitions, study the newspapers and news websites business pages, perhaps work part-time for a school and/or a voluntary organisation or group who need your skills. This will enable you to build useful and relevant experience that will definitely be seen as transferable to employed situations, and it will also demonstrate to employers that you are enthusiastic and willing to invest your own time in making a positive contribution to help others and to help yourself.

It's essential to research prospective internship employers. And plan this well in advance. People who leave things until the last minute reduce their options, and increase the amount of competitive pressures involved. Also, planning and researching early in the process will maximise the chances of identifying and securing the best placements.

Employers will be impressed by people who have clearly planned ahead of the rest. Employers will not be impressed by those who've obviously left things late.

When it comes to sending letters and CV's to your selected organisations, writing personalised letters that explain why you'd like to work for the particular practice gives you a significant advantage over other people who send out an obvious mailshot-type letter, oriented to nobody in particular.

Emphasise what you can do for the employer and your passion for the teaching field, rather than being seen only to seek what they can do for you.
Enthusiasm and passion and commitment go a very long way with high quality employers. The decision-makers you will meet in these organisations usually love their work and their chosen field. They've become successful because of their passion and determination.

Curriculum Vitae Template Presentation and Style
Irrespective of style and design, above all the presentation of your CV needs to be high quality and clear and professional and up-to-date. This means not using poor quality photo-copies. Original prints are best. This applies to letters as well. Photocopies and documents that have obviously been mass-produced imply that the sender is throwing lots of mud at the wall and hoping some will stick. This makes the recipient or interviewer feel like you don't care much where you end up, and that you don't have a particular reason for wanting to join their organisation, which is the opposite impression that you need to be making. Poor quality photocopies reflect on your own quality.

Scruffy unprofessional documents will be interpreted as a sign that the sender is scruffy and unprofessional. Old CV's that are dated several months ago, or a photocopied letter with a blank space in which the sender writes the date in biro, will suggest that you are not up-to-date nor well-organised, and also that you've been looking for a job (obviously without success) for some while.

On the other hand, pristine professional-looking documents on good quality paper stock (100 gsm minimum ideally) will signify that you are professional, and also that you can be trusted to communicate appropriately and professionally when and if you end up working for the organisation concerned. CV's and letters with current dates, that are purpose-written (tailored) for the recipient, will suggest that you are recently available, selective, focused, and also that you have logical reasons for believing that a good fit exists between you and the employer, all of which weighs heavily in your favour against all the mud-chuckers. So: high quality, clear, professional and up-to-date CV's and letters are vital.

According to research the inclusion of a photograph of yourself is more likely to have a negative effect than a positive one, but I guess that depends on what you look like and also how the reader responds to the way you look, which is not an exact science at all. Until photographs become the expected norm, if ever they do, unless you have a very good reason to include a photo then it's probably best not to.
If you are asked to include a photograph of yourself, as certain jobs require, then ensure you go about this professionally. Have a decent photograph taken by someone who knows what they are doing. Definitely resist any temptation to use a snap taken at the pub, or a picture of you dressed up as Father Christmas or just about to climb the north face of the Eiger. One in twenty interviewers might respond well to a zany picture, but most will be rather wary: getting short listed generally depends on your seeming like a good fit, not looking like you could be an oddball. If you want to convey that you are free-minded or possess great individuality or creative strength, then use the descriptions and evidence in your CV to demonstrate this. No-one relies on a picture.

Clear and clean and professional does not always necessarily mean 10pt black font on 100gsm standard business stock paper, but be mindful that the farther you stray from convention the greater risk you run that the reader will take exception to the style. No-one ever threw out a great looking CV because it looked too professional and business-like.

**Curriculum vitae template**
(Other than 'Title', use these sub-headings or similar)

**Heading**
Simply your name followed by the word or 'CV' or 'Curriculum Vitae'

**Personal Profile (and/or Attributes)**
Five to seven high impact statements that describe you. These are effectively your personal strengths. Be bold, confident and positive when you construct these key statements. Orientate the descriptions to the type of teaching position you are seeking. If you have a serious qualification and it's relevant, include it as the final point. Look at the examples shown to see how these statements use powerful words and professional vocabulary.

**Experience and Capabilities**
This is not your career history. It's a bullet points description of your experience and/or your capabilities. Make sure you orientate these simple statements to meet the requirements of the reader, in other words ensure the experience/strengths are relevant to the type of job/responsibility that you are seeking. Again try to use powerful statements and impressive language - be bold and check that the language and descriptions look confident and positive. If you are at the beginning or very early stage of your career you will not have much or any work experience to refer to, in which case you must refer to other aspects of your life experience - your college or university experience, your hobbies, social or sports achievements, and bring out the aspects that will be relevant to the way
you would work. Prospective employers look for key indicators of integrity, enthusiasm, passion, determination, initiative, creativity, originality, organisational ability, planning, cost-management, people-skills, technical skill, diligence, reliability, depending on the job; so find examples of the relevant required behaviours from your life, and encapsulate them in snappy, impressive statements. Go for active not passive descriptions, ie where you are making things happen, not having things happen to you.

**Achievements**
High impact descriptions of your major achievements. Separate, compact, impressive statements. Ensure you refer to facts, figures and timescales - prospective employers look for quantitative information - hard facts, not vague claims. These achievements should back up your Personal Profile claims earlier - they are the evidence that you can do what you say. Again they must be relevant to the role you are seeking.

**Career History**
A tight compact neatly presented summary of your career history. Start with the most recent or present job and end with the first. Show starting and finishing years - not necessarily the months. Show company name, city address - not necessarily the full address. Show your job title(s). Use a generally recognised job title if the actual job title is misleading or unclear.

**Personal Details**
Use these sub-headings to provide details of full name, sex (if not obvious from your name), address, phone, email, date of birth, marital status, number of children and ages if applicable, driving license (hopefully clean - if not state position), education (school, college, university and dates), qualifications. Keep all this information very tight, compact and concise. If you are at a more advanced stage of your career you can choose to reduce the amount of personal details shown as some will be implicit or not relevant. Date the resume, and save as a file with some indication of what type of job it was orientated for, as you may develop a number of different resumes.
CV sample writing example 1

Betty Boo - Curriculum Vitae

Personal profile

- Experienced and innovative general manager with sophisticated sales, customer service and business administration skills.
- High personal integrity, and able to relate to and create trust in all.
- Highly articulate, confident and persuasive team-builder, able to motivate and communicate to achieve exceptional business performance.
- Dependable and reliable in supporting and enabling team effort to produce genuine long-term sustainable development.
- Persistent and flexible approach to the mutually beneficial achievement of business plans and personal goals of staff, suppliers and customers.
- Honours degree in Mechanical Engineering.

Experience

- Over 20 years proven expertise in industrial purchasing, manufacturing, logistics, business development, marketing, sales and service.
- Background in a wide range of industries, including construction, plant hire, pharmaceutical, hygiene services and industrial process control.
- Executive accountability for P&L, strategic planning, staffing, and sales development etc., for a $60m international technology business, in a $3bn UK plc.
- International General Manager since 1991.
- Management of change within the demanding and pressurised business environment.
- Implementation of modern management practices, concerning personnel, IT, reporting systems, and partnership customer-supplier relations, etc.

Achievements

As production control executive with XYZ Corporation introduced pc-based systems to reduce lead-times from 7 months to 3 days, and inventory by 80% from $4.7m to $750k.

As materials manager with ABC Inc. introduced systems to reduce lead-times from 3 months to 7 days, and inventory from $6m to $2.5m, and 12% reduction in $12m procurement costs.
As operations manager with Newco Inc. a 10% reduction in £7m procurement costs.

As general manager for Bigco Int. business achieved growth from $800k to £5m, increased new customer growth from 20 to 600 per annum.

**Career history**


1991-present XYZ Corp. General Manager.

**Personal details**
Betty Boo
17 Hill Lane
Sydney
Australia
NSW

Tel: 02999444333

Born: 09.10.53


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You can try different CV variations on the theme - provided you stick to the main principles develop a structure to suit your own situation and what the reader is looking for.
CV sample writing example 2

Jane Smith - Curriculum Vitae

Experience
- Executive accountability for corporate performance and profit.
- Strategic management in a variety of major B2B corporations.
- Management of extensive marketing services and sales organizations.
- Overseas business operations and management - Far East, Europe, USA.
- New business development, start-up and trouble-shooting.

Specialism
B2B Sales and Marketing.
- Sales organization development.
- Export and international trade development.
- Online and Internet business development.

Career history
1997-present - Great Co plc - sales and marketing director
1992-97 - XYZ Inc - sales director
1987-92 - Good Co plc - operations manager, director
1983-87 - ABC plc - sales manager

Responsibilities and achievements
Great Co plc
Sales and Marketing Director of £300m industrial services market leader, comprising 200,000 customers, 12 regional service centres, large callcentre, and 500 sales and marketing staff. Increased sales by 125% and gross margins by 10% 1999-2003. Increased market share from 12% in 1997 to current 27%. Successful establishment of overseas distribution in Eastern Europe and USA in 1999 and 2001, creating extra £25m business at current levels. Developed and launched new E-Trade online business, representing 50,000 customers and £30m revenues producing 14% net profit by 2003. Queen's Award for Exports 2003.

XYZ Inc
Sales Director of architectural and construction products market leader, comprising 120 sales staff, 15,000 customers, 4,000 products and £220 sales, generating 12% net profit. Increased sales by 75% during tenure. Automated all sales ordering and delivery processes producing 20% cost savings after 2 year investment recovery. Opened new overseas markets in Middle East and China (joint venture), 1994 and 1996, producing new £35m new business at 13% net profit annually at current levels.
Good Co plc
Operations Manager and later director, of market leading micro-electronics controls systems supplier, comprising three home and seven overseas European service centres, 130 technical and service staff, 1,200 customers, including over 300 government and defence departments and installations. Rationalised parts and processes 1988-91 improving trading margins by 10%. Introduced new recruitment and training procedures reducing staff turnover from 25% to 10%. Implemented new integrated systems for supply, installation and servicing activities, saving 25% pa. Negotiated successful contracts for several royal palaces and ministerial offices, home and overseas.

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