

## **Email to Active Candidates (2023)**

(This is the email we sent when your account was changed to Active status)

We've compiled essential information to help you make the most of your Search membership. It includes recruiting tips and how to apply for international jobs. Regular updates will be sent during the recruiting season and you can access these and a copy of this "Active" email on the [Email Updates](#) page if you want to refer back to them.

Take time to read [Job Search FAQs](#) and the [Candidate FAQs](#) on your dashboard. Also, visit our [NEW Search Website](#) for top tips to help you succeed in your international job search.

You can continue enhancing your profile in Active status. You can request additional references, refine your CV, upload documents or tweak your information for a more competitive profile. Hint: to see what recruiters view (without references) click "My Profile, View My Profile" from your dashboard.

### **YOU NEED TO BE PRO-ACTIVE WITH YOUR JOB SEARCH!**

To maximize your Search membership, we recommend:

- Receive the **daily email updates** with all the new jobs posted in the last 24 hours. You can filter this to match just your job preferences, under "My Account, Email Preferences". Unfortunately, you cannot filter by regional preferences.
- **Search Jobs.** Use the 'View all of my matches' option under Vacancy Matches on your dashboard to search only for matching vacancies.
- **Research schools** using our database, "favourite" schools and create a list of your preferred schools for quick easy reference. If you need help navigating the database, let us know.
- **Register for a Search Job Fair** and expand your opportunities (see below).

**Job Search Strategies.** [Read this article](#) for more information.

Searching for an international job requires perseverance over many months - candidates describe recruiting as "a marathon, not a sprint". **There are a few different ways to approach your job search.**

1. Wait for schools to contact you. While this does happen occasionally, this passive approach yields minimum results.
2. Apply to only a handful of schools that exactly match your expectations, or only target schools in a specific city/country. If you are too selective, you risk limiting your opportunities by putting all your eggs in a few baskets. This often leads to disappointment and could leave you scrambling at the end of the recruiting cycle. Keep an open mind for best results.

3. Apply to a broad range of schools - different types of schools in different regions. This approach takes time/effort but in our experience this is the BEST strategy. Apply first and then evaluate those schools that express interest in your application. Your communication with those schools will allow you to evaluate the schools far better than anything you can do in advance. Simply put: the more schools to which you apply and the longer you continue to apply, the greater the probability of success.

**Applying for Positions.** Read [Applying for Jobs](#) for more tips.

There are 2 ways to apply for positions through Search.

1. APLi is a application management platform which allows schools to manage large numbers of applications. Search candidates can easily and quickly submit an application. Just click the APLi button in the vacancy, answer pre-qualifying questions, follow the school's specific instructions and submit. No need to send a separate email to the school.
2. For non-APLi positions, click the "Contact School" button in the job description. A pop-up window will appear and this is where you compose your mini cover letter. No attachments required. The school will receive a link to your Search profile imbedded in your message. If you are interested in more than one position in the same school, you need to submit a separate application for each position (because schools filter applications by position). Search schools prefer that you do not email them directly to apply for jobs (it makes it difficult for them to identify you as an Active Search candidate), but if you do, *please cc me on the email.*

Do NOT wait until the last day to submit your application! Always give yourself a 1-2 day grace period (allowing for time zone differences, unexpected IT issues, etc). **If the APLi application deadline has passed, do NOT email the school separately to apply.** Schools using APLi have made it very clear that they do not want to receive emails from candidates.

### Teaching Couples

If the school is using APLi, you both need to apply separately.

If the school is not using APLi, send your applications separately, but in your cover letter note that your spouse/partner is also a registered Search candidate that has applied to whichever vacancy at the school as well.

**Cover Letters - *Your goal is to get an interview!*** Read [Cover Letter Tips](#)

Craft a concise cover letter with 3-4 short paragraphs MAX.

- 1st paragraph, brief introduction expressing interest in the job/school.
- 2nd paragraph, highlight your recent and relevant teaching experience.
- 3rd paragraph, explain why you are interested in this job, this school (research their website), why you are a good fit. WHAT ARE YOU BRINGING TO THE TABLE?
- 4th paragraph, Thanks for reviewing my Search profile, ask for an interview.

Avoid lengthy or overly formal letters! Conversely, do not send a short message ("I am interested, find me on Search"). If you would like me to review your email cover letter, just let me know.

Once you have a good email template, you can apply to many schools with moderate effort. We recommend that you apply for many positions in many schools in different regions of the world - in other words, cast a wide net!

### **Schrole and School Websites**

If you are directed to apply via "Schrole" **notify me immediately**. Many schools use multiple recruiting agencies, but Search candidates do not need to go through the lengthy Schrole application process, *so save yourself a lot of time and check with us first!*

If you are directed to a school's website to complete an application form, send me an email. Search has special arrangements with many schools to circumvent the online application! But some schools (usually the larger, more popular schools) insist that all applications go through their website, and if so, you will just have to follow their process. *But check with me first.*

### **Enhance your Applications with ChatGPT!**

Consider using ChatGPT to optimize your cover letters, tailoring them to the job description and making them concise and dynamic. You can also use AI to craft an engaging bio or enhance your resume/CV.

### **SEARCH RECRUITMENT FAIRS**

Attending a Search Fair should be a part of your job search strategy, complementing your online applications. Check our [Fair Webpage](#) for the fair schedule and eligibility criteria. Your Search membership fee includes one Fair. There is a US\$75 fair fee to attend an additional fair.

If you are in or near Canada, we encourage you to attend the [Toronto Search Fair, Feb 10-11, 2024](#). We are excited to be partnering with one of the top universities in Canada, to provide one premier international teacher recruiting event in Canada. Registered schools are specifically seeking Canadian-trained educators, and are open to hiring first-time overseas teachers as well as newly qualified teachers, soon-to-be certified teachers and recently retired teachers! Don't miss this amazing professional opportunity!

### **Accepting Offers!**

Before you accept an offer, consider your answer very carefully. Remember that with Search, **YOUR WORD IS YOUR BOND**. Do not verbally accept a position if you are unsure the position or the school is the right fit, or if you are waiting for a better offer from another school. If you have any questions about this, please email me for advice. The gravest error in Search is to accept a job (verbal or written) and then renege on your agreement.

**If you accept an offer....please notify me within 7 days.** Send me an email, and then [de-activate your account](#). This really helps us with keeping track of our data. *As per your*

*Agreement with Search, if you accept a verbal or written offer of employment (through Search or other means), please notify me within seven days.*

### **Auto-Archived**

Keep your account active by logging in at least once/month, otherwise our system will Archived your account and you will lose access to the database and schools won't be able to see your profile or applications. Email me to re-activate your account (this has to be done manually). If we don't hear from you, we will contact you for an update.

### **Your Responsibilities as an Active Search Candidate**

1. Read and respond to any emails (and check your junk mail folder). We send out regular emails and updates, with important information and tips, so please make sure you read them. We will always give you a heads up if fairs are about to close so read our emails and make sure you don't miss any deadlines!
2. Keep your profile up to date. If we note something that needs updating, we will let you know. It is our responsibility to ensure your profile is as competitive as possible, so do not ignore our suggestions.
3. Log in regularly to keep your account in "Active" status. Don't just rely on the daily email updates.
4. Keep us informed of any progress. The best way to do this is to cc me on communication with schools and recruiters. If I'm kept in the loop, it makes it easier to intervene or advocate on your behalf if necessary.
6. If you accept an offer, email me to let me know (within 7 days). If you decide to suspend your search and/or will remain at your current school for another year, email me to let me know.
7. Being an Active member of Search means that you are actively seeking a job for the following school year. There is no such thing as a "soft search". We monitor our database regularly, and any inactivity will prompt us to ask about your job search status.

Let us know if you have any questions or if you need any advice. **Especially if you are new to Search!** Our goal is to provide personal service and professional advice, especially during the exciting recruiting season. Barbara and I aim to reply within 48 hours, so if you don't hear from us, send us another message!

***We are here to assist you throughout your job search journey - as much or as little as you want.***

Good luck!  
Gary