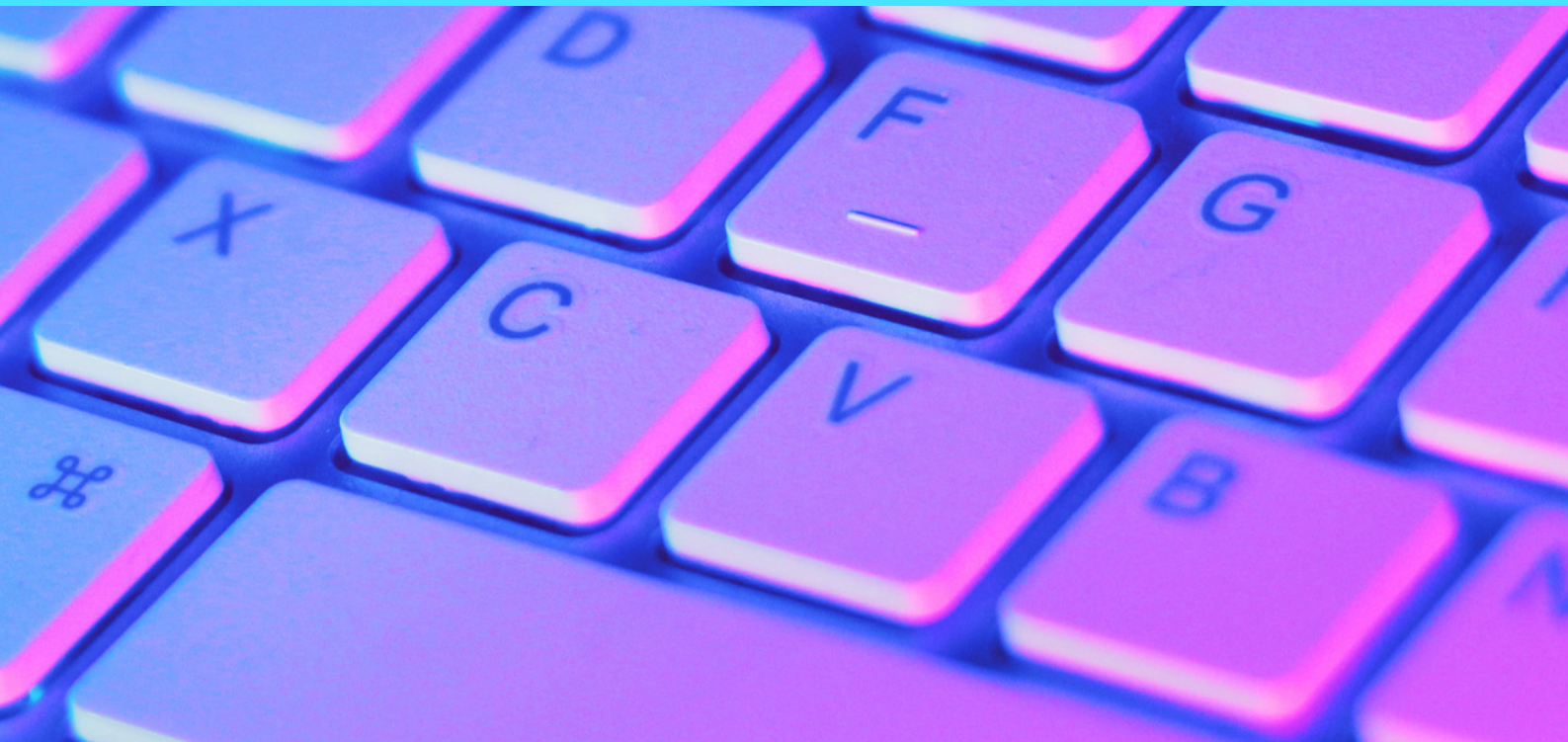




Online Teaching Cheat Sheet



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ONLINE TEACHING Cheat Sheet

Hi, I'm Jamie from ESL Teacher 365! I hope this cheat sheet helps you take the first steps on your online teaching journey!



GET TEFL CERTIFIED

The first step to teach online is to get a TEFL certificate.

[Click here for a basic & affordable 120-hour TEFL course.](#)

[Click here for an accredited 120-hour TEFL course](#)

for teaching online & abroad (use code **JamieESL10** at checkout for **10% off!**)



PREPARE YOUR CV/RESUME

Before you start applying for jobs, make sure your CV is ready to go! Include any relevant teaching, coaching, mentoring, etc. experience and your tech skills like Zoom, Microsoft Office, Nearpod, etc.

Have someone check your CV for grammatical errors and put it in a format that can easily be read online (no fancy fonts!)



CHECK YOUR ELIGIBILITY

Each company and marketplace has different requirements:

- Do you need a degree?
- Do you need a TEFL certificate?
- Do you need a specific passport?
- Do you need a specific English level (for example, C1 or native)?
- Do you need previous teaching experience?
- What are the tech requirements (upload and download speed, headset, computer or tablet, etc.)?

Before you apply to a position, **make sure you meet all the requirements.**

Disclaimer: Some links are affiliate links. This means that if you make a purchase using one of the links, I receive a small commission which helps me continue to provide free resources to teachers. Thank you!



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APPLY FOR JOBS

Here are some websites where you can find online teaching positions.

[OET Jobs](#)

[TEFL.Org](#) (scroll down for a chart with different companies)

[Teach on Outschool](#) (US, Canada, AU, NZ, England and Wales full-time residents ONLY)

[Teach on Cambly](#)



ONLINE TEACHER INTRO VIDEO

Most online companies and marketplaces require either an [online teacher intro video](#) or demo lesson video.

Tips for your video:

- Follow all the instructions - if there is a time limit, don't go over it. Make a different video for each company to fit their requirements
- Use your phone or a webcam to film your video (you can record on Zoom if you like) - film horizontally
- Make sure your face is well-lit and you have an inviting and clean background
- Introduce yourself and your qualifications briefly
- Talk about what transformation you offer students (What will they be able to do before taking your classes? What will they feel like and be able to do after working with you?)
- If you are asked to do a demo lesson, choose a topic you are confident teaching
- PRACTICE before you film!



SET UP YOUR ONLINE CLASSROOM

Not sure what kind of background to have or equipment to use? No worries!

Check out this [video on online teaching equipment](#) or [visit my Amazon Shop for recommendations](#) at all price points



CONSIDER FREELANCE TEACHING

Are you an experienced teacher who wants to charge your worth, set your own schedule and teach only what you love?

Find out [how to get started as a freelance teacher in this video](#) and [how to use social media to find students.](#)



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■ TIPS FOR NON-NATIVE SPEAKERS

Finding online teaching positions can be more difficult (but not impossible) for non-native speakers.

I recommend getting your English level certified by an official exam like IELTS, PTE, Cambridge or TOEFL before applying for jobs since some companies require a specific level.

Non-native teachers should also consider [freelance teaching](#) since they are often paid much less than native speaking teachers by online ESL companies or don't qualify.

■ ESL TEACHER 365 RESOURCES

Want to fast-track your online teaching journey? My online mini-course "[Teach Online in 10 Days](#)" is open for enrollment! Learn everything you need to know about how to teach online, step by step, in just 10 days. This mini-course costs \$47USD for lifetime access.

Want to set up your own freelance online teaching business? I offer [1:1 online teacher coaching](#) to help you choose a teaching niche, curriculum, teaching platform, payment gateway and market your classes to find students.

Join my LIVE workshops A few times a year I host the [Online Teaching Workshop](#) for new teachers and the [Freelance Online Teaching Workshop](#) for teachers ready to set up their own business. Click the links to sign up or get on the waitlist.

Happy Teaching!

Jamie

