

Finding a Job Teaching English in Kyrgyzstan

Kyrgyzstan is the second poorest country in Central Asia. However, there is a growing demand for teachers, especially for wealthier Kyrgyzstani. Jobs in Kyrgyzstan are not well promoted online, so it is important to contact schools directly when you are looking for positions.

For more detailed information on finding a job in Kyrgyzstan, please refer to International TEFL Academy's [Job Search Guidance Manual](#).

The steps below should be followed in order to successfully find work as an English teacher in Kyrgyzstan.

Before you go....

1. ENSURE THAT TEACHING ENGLISH IN KYRGYZSTAN IS RIGHT FOR YOU.

...ask yourself the following questions

- **Are you open to working in a more remote ESL teaching location?** *While the market for ESL teachers is growing in Kyrgyzstan, there are still limited numbers of expats living and working in Kyrgyzstan. This lends the country a more remote feel than some of the other more developed ESL teaching markets, and make some popular items hard to find.*
- **Do you have approximately \$800 - \$1,000 USD to support yourself in Kyrgyzstan for 1 month before you receive your first paycheck?** *The start-up cost in Kyrgyzstan will vary depending on what benefits your school is giving you, if any, such as flights, housing, etc. and if you are arriving in Kyrgyzstan with a job lined up. This cost does not include flights or any other pre-departure costs.*
- **Do you want to be abroad at any time?** *Schools in Kyrgyzstan are typically looking for teachers during the months of July and August to start in September, however, positions can be secured year-round due to the demand of English teachers.*

If you answered “no” to the above questions, it may be a good idea to rethink where you want to teach.

2. PREPARE YOUR COVER LETTER AND RESUME

- Review the [Job Search Guidance Manual](#) section on writing a resume and cover letter.
- Model your current resume after the sample resume in the Job Search Guidance Manual.
- Once your resume and cover letter has been updated, email them to Student Affairs to review and offer feedback.

3. CHOOSE ONE MAJOR CITY WHERE YOU WANT TO LIVE AND WORK

Most teaching jobs will be found in the capital city, Bishkek. The demand for English teachers in smaller towns is much lower than it is in larger cities due to the amount of language schools there. If you are interested in teaching English in a small town we recommend giving yourself a certain amount of time to find a job. For example, if you want to teach in Gulcha, Kyrgyzstan and are unable to find a job after 2 – 3 weeks, we recommend moving on to a larger city such as Bishkek where the demand for English teachers is much higher and your prospects of finding a job are greater.

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4. RESEARCH AND FAMILIARIZE YOURSELF WITH THE CITY AND LANGUAGE SCHOOLS

Resources can include:

- International TEFL Academy's [Kyrgyzstan School Finder](#)
- [Teaching English Abroad](#) by Susan Griffith
- Online web searches and a Kyrgyzstan guidebook such as [Lonely Planet](#)

Preparation tip: If you are in a situation to find a job once you get to Kyrgyzstan, it's a great idea to plan out what schools you are going to apply to before you go and where they're located. Get a city map and map out where the schools are located. Each day you can visit schools that are located in the same vicinity so you're not travelling from one end of the city to the other in the same day. Use ITA's [Kyrgyzstan School Finder](#) research language schools.

5. DO YOU STILL WANT TO TEACH IN KYRGYZSTAN?

Continue reading if your answer is "yes":

How to Get a Job In Advance of Being in Kyrgyzstan:

1. **Contact Schools** – You can find a list of language schools to contact in ITA's [Kyrgyzstan School Finder](#). When you apply for positions and contact schools before you arrive, include the following information:

- Resume (as a PDF attachment)
- Cover Letter (as a PDF attachment)
- In the body of the email include the following:

- **Body of the Email:** Include a brief overview of who your qualifications and what the intention of your email is. For example:

To whom it may concern,

My name Joe Smith and I am currently seeking a position teaching English at your school. I recently completed a 180-hour TEFL Certification Course in Chicago, USA and have a bachelor's degree in psychology. I am available to start as early as February 1, 2013.

I have attached my resume, cover letter and a recent photo for your review. I welcome the opportunity for an interview at any time or day that is convenient for you.

Please let me know if you have any questions about my background or qualifications. I look forward to hearing from you in the near future.

*Sincerely,
Joe Smith*

2. **Apply to schools using job boards and other resources** – You can find a list of specific resources for Kyrgyzstan and general ESL job boards in [International TEFL Academy's Job Search Guidance Manual](#).

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How to Get a Job if You're Already in Kyrgyzstan:

• STEP 1: BE PREPARED

Once you've settled in it's time to start applying for jobs and preparing for interviews.

Map Out the Schools - Plan out what schools you are going to apply to and where they're located before you go. Get a city map and map out where the schools are located. Each day you can visit schools that are located in the same vicinity so you're not travelling from one end of the city to the other in the same day. Use ITA's [Kyrgyzstan School Finder](#) to research language schools in Kyrgyzstan.

Dress and Look Professional – Even if you don't have an interview set up you still want to look as though you are going in for an interview.

- Men: Slacks/Collared Shirt
Be clean shaven
- Women: Skirt/Collared Shirt/Slacks
- Both: Take out any out of the ordinary face piercings and cover up any tattoos.

Get Organized

- Read the sample interview questions located in the [Job Search Guidance Manual](#)
- Have printed copies of your resume and cover letter
- Bring a sample lesson plan (you may also be asked to do a “demo teaching lesson”)
- Bring copies of your TEFL Certificate
- Some schools may also request:
 - Unofficial Transcripts
 - References and/or a letter of recommendation
 - Copy of your college diploma

• STEP 2: APPLY FOR ENGLISH TEACHING JOBS

1. If you are already living in Kyrgyzstan, you can get a job while you are there by visiting schools in person (not by sitting in an internet café.)
 - Before you go, make sure you have checked the location and operating hours of the school.
 - When you get there, ask to speak with the person in charge of hiring English teachers – **Do not just drop off your resume and leave!**
 - If no one is there to speak with you, do the following:
 - Leave your resume and cover letter
 - Ask for contact information for the person in charge of hiring
 - Ask when he or she is typically in the office
 - Return to the school during his or her office hours
 - If the person in charge of hiring English teachers is there, do the following:
 - Politely ask him/her if they have time to speak with you about your qualifications and for you to find out more about their job openings for English teachers.
 - Tell him/her that you are there looking for an English teaching position and can start immediately.

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- If he/she does not have the time to talk with you then, schedule a time that he/she is available for a proper interview.

● STEP 3: FOLLOW UP WITH THE SCHOOL

- Within 24 – 48 hours after your interview, send a Thank You email to the person you interviewed with. If you don't have an email, it is also appropriate to call.
 - Let them know how appreciative you are of them taking the time to interview you.
 - Let them know that you are interested in the position and that you want the job.
 - Let them know that you are a good fit for the job and give a few main reasons why!

● STEP 4: REPEAT STEPS 1 - 3 UNTIL YOU ARE OFFERED A JOB!!

6. HAVE A JOB OFFER? NOW WHAT?

- **Review and Sign Your Contract:** Before you sign anything make sure that you completely understand your contract. Refer to, and submit, [ITA's Contract Review](#) form. A few of the major things you should look for are:
 - **Salary (how much and how often you get paid)**
 - **Start and End Dates**
 - **Housing Allowance (if applicable)**
 - **Flight Reimbursement (if applicable)**
 - **End of contract bonus (if applicable)**
 - **Anything else they promised you in the interview**
- **Work Visa:** Now that you have signed your contract your school should help you in the steps to obtain a work visa.

What is a visa? A visa is simply a document (often in the form of a stamp in a passport) issued by a government that authorizes a foreign citizen to enter that government's country for residency, tourism, education and/or work. Read International TEFL Academy's article, "[What is a visa and do I need a visa to teach English abroad?](#)" for more information on visas.

- **Other:** Now that you've reviewed and signed your contract and are applying for your work visa, you will need to work with your school on finalizing the details of your move to Kyrgyzstan.
 - **Flight:** If your school is going to reimburse or give you an allowance you for your flight to Kyrgyzstan, you will need to purchase your airline ticket. Talk to your school about your expected arrival date and tips on flying to Kyrgyzstan.
 - **Arrival:** Find out from your school if there will be anyone to pick you up from the airport. If not, get very specific instructions on how to get to your housing once you arrive.
 - **Accommodations:** Some schools in Kyrgyzstan will give you either a housing allowance or provide housing for their English teachers. Check with your school for details on your housing. If your school does not offer housing, they should be able to assist you in how to find housing in Kyrgyzstan.
 - **Packing and Travel Checklist:** Check International TEFL Academy's [Packing and Travel Checklist](#) for additional items to do and pack before you move to Kyrgyzstan.