

## Template to apply for English Connect positions

### Email Template

**TO:** [english.connect@monash.edu](mailto:english.connect@monash.edu)

**SUBJECT:** NAME OF THE POSITION I AM APPLYING FOR (e.g. Let's Chat, or Academic English: Writing, etc.)

To the English Connect Team,

I am writing to apply for the \_\_\_\_\_ position. Please find attached the required  
(name of the position)

documents.

Kind regards,

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(Your name)

### Attachments

<b>Let's Chat</b>	<b>Academic English: Writing</b>	<b>Academic English: Speaking</b>	<b>Language for Employment</b>
1. Resume 2. Statement why you would like to work with English Connect 3. A response to the 3 questions.	1. Resume 2. Statement why you would like to work with English Connect 3. Addressed selection criteria	1. Resume 2. Statement why you would like to work with English Connect 3. Addressed selection criteria	1. Resume 2. Statement why you would like to work with English Connect 3. Addressed selection criteria