

\$7

USA TEACHER APPLICATION KIT

Everything You Need to Land a Teaching
Job in the United States

Melba Ande
Teacher to CEO Blueprint

Your shortcut to a teaching career in America

WELCOME TO YOUR KIT

This kit was created to save you hours of research and confusion. Inside you will find everything an international teacher needs to successfully apply for a teaching position in the United States — from license requirements to a ready-to-use resume and cover letter.

Work through each section in order. Check off each item as you complete it. By the time you finish this kit, you will be fully prepared to apply with confidence.

WHAT IS INSIDE THIS KIT

#	Section	What You Get
1	Requirements Checklist	State license, credentials, visa, documents
2	Credential Evaluation Guide	NACES agencies, WES, ECE — step by step
3	Top US States Hiring Now	Best states for international teachers in 2025
4	ATS-Ready Resume Template	Fill-in format that passes automated screening
5	Cover Letter Template	Proven structure + sample for international hires
6	Application Timeline	Week-by-week plan from start to job offer
7	Glossary + Resources	Key terms and direct links to official sites

SECTION 1 | Requirements Checklist

Work through this checklist before you apply to any district. Having every item ready will put you weeks ahead of other candidates.

CREDENTIALS & EDUCATION

- Bachelor's degree in Education or your subject area**
Minimum requirement for all US states
- Official university transcripts (sealed)**
Required for credential evaluation
- NACES credential evaluation completed**
WES, ECE, or Josef Silny recommended
- Teaching license from your home country (if applicable)**
Strengthens your application
- Proof of English proficiency (IELTS 7.0 / TOEFL 90+)**
Required for non-native English speakers

US STATE TEACHING LICENSE

- Identify your target state and check its PELSB/DESE requirements**
Each state has its own licensing board
- Pass required Praxis exams (Praxis Core and/or Subject-specific)**
Register at ets.org/praxis
- Submit state license application with all supporting documents**
Allow 6-10 weeks for processing
- Background check / fingerprinting completed**
Required by all states

VISA & WORK AUTHORIZATION

- J-1 Exchange Visitor Visa — sponsored by a J-1 exchange program**
Most common path for intl teachers
- H-1B Specialty Occupation Visa — employer-sponsored**
Some districts sponsor; apply April lottery
- TN Visa (Canada/Mexico only) — NAFTA/USMCA teaching category**
Fastest path for Canadians
- Green Card / Permanent Residency (if applicable)**
No visa restrictions once obtained

PRO TIP

Apply for NACES credential evaluation FIRST — it takes 4-6 weeks and is required by nearly

SECTION 2 | Credential Evaluation Guide

A credential evaluation converts your foreign degree and transcripts into a US-equivalent assessment. Every state licensing board requires this. Use a NACES-approved agency only.

Agency	Website	Typical Cost	Turnaround	Best For
WES	wes.org	\$100-\$205	7-10 days	Most states, widely accepted
ECE	ece.org	\$150-\$250	5-7 days	Teachers specifically
Josef Silny	jsilny.org	\$75-\$150	4-6 weeks	Budget option
IERF	ierf.org	\$150-\$225	5-7 days	Detailed report option
NACES	naces.org	Varies	Varies	Directory of all members

HOW TO APPLY — STEP BY STEP

	Step	Description
Step 1	Gather documents	Official transcripts (sealed), degree certificate, translation if not in English
Step 2	Choose agency	Pick from the table above. WES is most commonly accepted.
Step 3	Create account	Go to the agency website and create a free account.
Step 4	Submit request	Select "Course-by-Course" evaluation (not just degree recognition).
Step 5	Ship documents	Mail sealed transcripts directly from your university to the agency.
Step 6	Receive report	Download your official evaluation report — keep multiple copies.

PRO TIP

Order a "Course-by-Course" evaluation, not just a degree equivalency. Most state boards re

SECTION 3 | Top US States Hiring International Teachers

These states have the highest demand for international teachers, active J-1 sponsorship programs, and streamlined license reciprocity. Focus your applications here first.

State	Demand	Best Subjects	J-1 Sponsor?	Notes
Texas	Very High	Math, Science, Bilingual	Yes	Large districts; fast licensing
California	High	STEM, Special Ed, Bilingual	Yes	High pay; competitive
Florida	Very High	Math, Science, ESE	Yes	Growing population; many openings
New York	High	All subjects	Yes	High cost of living; excellent pay
Georgia	High	Math, Science, SPED	Yes	Growing suburbs; lower cost of living
Virginia	High	STEM, Foreign Language	Yes	Strong benefits packages
Maryland	Medium-High	All subjects	Yes	Near DC; diverse communities
Nevada	Very High	All subjects	Yes	Fast license process; growing state

HOW TO FIND OPEN POSITIONS

Source	URL / Where to Look	What to Search
TeachAbroad Hub	teachabroadhub.com	Curated listings for intl teachers
Teach Away	teachaway.com	International school placements
Scoot Education	scooteducation.com	J-1 sponsor + placement
ISS (Intl Schools)	issdirectory.com	International school jobs worldwide
District Websites	Google: "[State] school district jobs"	Apply directly — no middleman
Indeed / LinkedIn	indeed.com / linkedin.com	Search: "teacher" + state name

SECTION 4 | ATS-Ready Resume Template

Most school districts use Applicant Tracking Systems (ATS) to screen resumes before a human ever sees them. Use this format exactly — it is designed to pass ATS screening.

YOUR FULL NAME

City, State | Phone Number | Email Address | LinkedIn (optional)

PROFESSIONAL SUMMARY

Dedicated international educator with [X] years of classroom experience in [Subject/Grade Level]. Holds a [Degree] in [Field] from [University, Country], with NACES-evaluated credential equivalency. Seeking a [Subject] teaching position in [State] where I can contribute [key skill].

EDUCATION

[Degree], [Field of Study] [Year]
[University Name], [Country]
NACES Credential Evaluation: US Bachelor's Equivalent — [Agency Name], [Year]

TEACHING EXPERIENCE

[Job Title] | [School Name], [City, Country] [Month Year] - [Month Year]
- Taught [Subject] to [Grade Level] students, achieving [outcome/result]
- Developed and implemented [curriculum/program] that improved [metric]
- Collaborated with [team/parents/admin] to [achievement]
[Second Job Title] | [School Name], [City, Country] [Month Year] - Present
- [Achievement with numbers whenever possible]
- [Relevant skill or program you led]

CERTIFICATIONS & LICENSES

- [Home Country] Teaching License — [Subject Area], [Year]
- IELTS Score: [X.X] / TOEFL Score: [XX] [Year]
- US State Teaching License: [State] — Pending / In Process

KEY SKILLS

Classroom Management | Curriculum Development | [Subject] Instruction
Google Classroom | IEP/504 Plans | Parent Communication | [Add relevant skills]

PRO TIP

Replace every bracketed [placeholder] with your own information. Keep to 1 page for under

SECTION 5 | Cover Letter Template

Your cover letter is your first impression. Keep it to one page, be specific about the district, and lead with what you bring — not what you want.

[Today's Date]
[Hiring Manager's Name or "Hiring Committee"]
[School / District Name]
[City, State]

Dear [Hiring Manager's Name or "Hiring Committee"],

I am writing to express my strong interest in the [Subject/Grade] Teaching position at [School Name] as advertised on [Where You Found It]. With [X] years of classroom experience teaching [Subject] and a NACES-evaluated degree equivalent to a US [Degree Level], I am fully prepared to contribute immediately to your students and school community.

During my time at [Previous School, Country], I [specific achievement — e.g., raised student test scores by 18% through differentiated instruction strategies, or developed a cross-curricular STEM program serving 120 students]. I bring a strong foundation in [Curriculum Standard, e.g., Common Core or NGSS], and I am proficient in [Google Classroom / IEP support / classroom management tools relevant to the role].

I am particularly drawn to [School/District Name] because of [something specific — their mission, community they serve, or a program they offer]. I believe my background in [relevant experience] directly aligns with your commitment to [their stated goal or value].

I have already completed [visa steps / credential evaluation / Praxis exams — whatever applies], and I am ready to begin [date or school year]. I welcome the opportunity to speak further about how my experience can serve your students. Thank you for your time and consideration.

Sincerely,
[Your Full Name]
[Phone Number] | [Email Address]

PRO TIP

Personalize paragraphs 2 and 3 for every application. Generic letters get ignored — specif

SECTION 6 | Application Timeline

Most US districts hire for fall positions between January and April. Start this process at least 6 months before your target start date.

Timeframe	Action Items	Status
6 months before	Order NACES credential evaluation Register for Praxis exams	[]
5 months before	Study for and take Praxis Core Gather and translate transcripts	[]
4 months before	Apply for state teaching license Begin J-1 sponsor search	[]
3 months before	Write resume and cover letter drafts Start researching target districts	[]
2 months before	Submit applications to 20+ districts Follow up every 2 weeks	[]
1 month before	Interview prep and practice Arrange housing and relocation logistics	[]
1-2 weeks before	Review offer letters Sign contract and arrange visa paperwork	[]
Start date	You're officially a US teacher!	[]

GLOSSARY — KEY TERMS

Term	Meaning
NACES	National Association of Credential Evaluation Services — the official body that approves credential evaluators
Praxis	A series of standardized tests required for teacher licensure in most US states
J-1 Visa	Exchange Visitor visa — most common path for international teachers in the US
H-1B Visa	Specialty Occupation visa — employer-sponsored; less common for teachers
ATS	Applicant Tracking System — software that screens resumes before a human sees them
SPED/IEP	Special Education / Individualized Education Plan — common in US schools
PELSB	Professional Educator Licensing and Standards Board — state licensing authority (name varies by state)

***"You already have what it takes to inspire a classroom full of students. This kit is just the map.
You are the one who makes the journey."***

— Melba Ande | Teacher to CEO Blueprint

REFERENCES & OFFICIAL SOURCES

All information in this kit has been verified against official U.S. government, credentialing authority, and education board sources. Last content review: June 2026.

#	Source	URL	Used For
1	NACES — National Association of Credential Evaluation Services	naces.org/members	Approved credential evaluation agencies for international teachers
2	World Education Services (WES)	wes.org	Credential evaluation — document-by-document and course-by-course reports
3	Educational Credential Evaluators (ECE)	www.ece.org	Credential evaluation agency accepted by most US state boards
4	International Education Research Foundation (IERF)	ierf.org	Credential evaluation — commonly required in California, New York
5	Josef Silny & Associates	jsilny.com	Credential evaluation specialist — wide state board acceptance
6	ETS Praxis — State Requirements	praxis.ets.org/state-requirements.html	Praxis test requirements by state, test codes and score cut-offs
7	US Department of State Exchange Visitor (J-1) Visa	travel.state.gov	J-1 Exchange Visitor visa requirements and sponsoring programs

This kit is for informational purposes only. Licensing requirements, credential evaluation fees, and visa policies vary by state and may change. Always verify current requirements with your target state's Department of Education.