

# How to write a CV

An effective and relevant CV can help to secure the right job for you.

## Curriculum Vitae/Resume

A professional looking CV should be written on white A4 paper, for clarity when faxing, and following a standard format of no more than 3 pages in length. Do not bind your CV for ease of faxing and scanning.

The following headlines are a guide to making your CV look professional, clear and concise.

### Personal Information:

- Name
- E-mail address
- Nationality
- Date of birth
- Contact details – Home and UK (if known)

### Qualifications:

- Your teaching qualifications come first
- Include name of issuing institution and year of qualification
- Follow with any other relevant credentials
- Outline clearly whether you are qualified to teach secondary, primary, early childhood or special needs

### Teaching Experience:

- State your most recent position first – include dates of service
- Include a short statement describing the type of school and general ethos
- Newly qualified teachers need to include details of all teaching practicum's
- Give a summary of all responsibilities held during your placements
- Include year levels and subjects taught

### Curriculum strengths:

- Identify your curriculum strengths and teaching preferences
- List any curriculum development you have been involved with

### Professional Development:

- List all educational in-services/ courses / seminars attended over the last two years

**Extra Curricular Activities:**

- List all educational related activities – including sport, coaching, tutoring, debating, school play, reading groups etc

**Interests and Achievements**

- This includes hobbies, sports, volunteer work, reading, travelling,

**Referees:**

- Include contact details of 2 teaching related referees. (Please check first with your referees that it is ok to include their name, contact times and details)

A professional CV will allow schools to get an accurate impression about you and your abilities both in the classroom and as a staff member of a school.

**Supporting statement:**

In addition to your CV you may wish to write a supporting statement that will provide a Head Teacher with more information about you and your teaching ethos. It should be no more than one white A4 page and for ease and clarity list your information under bullet points or headings.

Those teachers who are hoping to get a sponsored teacher placement – i.e. Work Permit should always include a supporting statement.

**Details to consider:****Reasons for teaching in the UK**

- Your flexibility, motivation, interests and sport.
- What makes you a good teacher
- How you would be an asset to a school

**Teaching strategies - Describe the teaching strategies you use in the classroom**

- Effective teaching methodologies
- The learning strategies you implement
- Your lesson planning and preparation

**Mixed ability lesson planning and preparation – describe your ability to implement appropriate leaning programmes**

- How you treat student as an individual
- The effective strategies you use to cater for different learning styles and abilities
- How you cater for different experiences
- Setting realistic goals for students
- How you use evaluation and assessment in your teaching

**Classroom behaviour Management – describe the strategies you use in your classroom.**

**Demonstrate how you:**

- Use positive reinforcement and feedback
- Develop a positive learning environment
- Set realistic expectations
- Encourage students to accept responsibility for their own actions
- Model the appropriate behaviour expected
- Set firm and consistent boundaries
- Develop a self-confidence and a sense of worth and respect for others