

## Writing Your Curriculum Vitae

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Your CV is the first impression that a School has of you. It is important that your CV is clear and offers a complete understanding of your qualifications, skills, responsibilities and work experience.

Most schools will receive several CVs for one vacancy. This means you only have a small frame in which to attract a Schools interest.

Writing a CV can be a daunting and time-consuming task if you have never done one before. To help you prepare a CV tailored for finding work, we have listed the tips that we have found work best for our teachers and us in the past.

### ▪ **What should I include in my CV?**

Organise your CV so that it outlines your achievements. Include your employment and educational history as well as any continuing education or voluntary work you may have done.

Your CV should definitely be no more than 4 pages. List your professional work experience from your most recent position backwards. Do not list vacation employment or non-professional employment unless it is directly relevant to teaching.

If you are a recent graduate with minimal experience, expand on your student teaching rounds in great detail and also include any teacher's aide work you may have done.

Keep jargon and acronyms down to a minimum and wherever possible refer to your experience in generic and universal terms. If you must use overseas terminology to illustrate some aspect of your CV then include a brief explanatory key.

### • **Should I include the names of my referees?**

Yes - Your referees should be people who have had close contact with you or have supervised you within your current or previous work place. We must be able to contact your referees. Please ensure that you provide their full names, occupation, correct title and full contact details, including email addresses and fax numbers.

### ▪ **How should I describe my duties and skills?**

It is important to give a concise yet comprehensive overview of the duties and skills you have developed in each of your work places. Instead of using 'I' at the beginning of every sentence, use action verbs. Some examples include:

Achieved      Initiated      Supervised      Developed      Presented      Organised

### ▪ **How should I present my CV?**

We will forward your CV to relevant schools within the UK – please email us a copy of your CV in a word document. To avoid any transmission errors, please avoid using boxes.

**A well-presented CV is one that is well spaced and easy to read.**

# **EXAMPLE CV**

## **Name of Candidate – Curriculum Vitae**

### **Personal Statement**

**(1 or 2 paragraphs describing yourself, your current role, and what employment you are looking for)**

I aim to seek full time employment in a Secondary School in the UK where I can use my teaching qualifications and experience to enhance children's learning. I am currently teaching Maths / Science etc.... across the whole school from Year 7 to Year 13. I am a very caring and competent teacher who will make a worthwhile and valuable contribution to any school in which I am employed.

### **Education / Qualification**

Bachelor of Education 1986 – 1989  
London University, London UK

Bachelor of Science 1990 – 1994 –  
St Anne's University, London, UK

### **Employment History**

**1998 – Present**

**Full Time Maths Teacher  
St Josephs High School, London, England**

- ❖ Teaching all areas of the Maths curriculum
- ❖ Classroom management / behaviour management
- ❖ Planning and preparation of students work
- ❖ Assessment / marking / report writing

#### **Extra Curricular**

- ❖ Managing and running weekly Maths club
- ❖ Booster sessions

**1995-1997**

**Maths & Science Teacher  
St Mary's Secondary School, Sydney, Australia**

- ❖ Teaching all areas of the Maths & Science curriculum
- ❖ Classroom management / behaviour management
- ❖ Assessment / marking / report writing

#### **Extra Curricular**

- ❖ 1<sup>st</sup> XI Rugby Coach
- ❖ 1<sup>st</sup> XI Cricket Coach

# **Name of Candidate – Curriculum Vitae**

## **Employment History (cont/d.....)**

**1991 – 1997**

**Key Stage 2 Teacher – Year 5&6 Class  
St James Primary School, Manchester, UK**

- ❖ Teaching all areas of the curriculum
- ❖ Classroom management / behaviour management
- ❖ Planning and preparation of children's work
- ❖ Assessment / marking / report writing

### **Extra Curricular**

- ❖ Assistant basketball coach
- ❖ Assistant tennis coach
- ❖ Year 7 school camp supervisor

**1990-1991**

**School Sport Co-ordinator  
St Marks Secondary School, Birmingham, UK**

- ❖ Worked with the Head of Department to develop a PE and School Sport Strategy
- ❖ Set up the Junior Leaders Award increasing uptake by 30% in its 2nd year
- ❖ Collaborated on Partnership wide Inclusion Policy, implemented by all schools
- ❖ Increased Key Stage 4 girls participation in Out of School Hours activities by 45%

### **Extra Curricular**

- ❖ Enhanced and extended intra school competitions for all Key Stage 3 pupils
- ❖ Developed a programme of festivals and competitions for my family of schools
- ❖ Oversaw the running of 5 new Big Lottery Funded activities

## **Continuing Education / Achievements / Interests etc....**

- ❖ I am continually attending voluntary professional development courses to enhance my expertise in teaching children.
- ❖ I am currently undertaking voluntary computer courses to upgrade my skills in the following applications:
  - Microsoft Access
  - Microsoft Excel
  - Microsoft Work

## **References**

Fred Smith – Head Teacher  
St Josephs High School  
Melbourne, Australia  
Tel: +61 1234 5678  
Fax: +61 9876 5432  
Email: [fredsmith@stschool.com](mailto:fredsmith@stschool.com)

Jenny Jones – Head Teacher  
St Vincents Secondary School  
London, UK  
Tel: +44 208 123 4567  
Fax: +44 208 123 5678  
Email: [jjones@stvinnieschool.com](mailto:jjones@stvinnieschool.com)