

Name Surname

(suggestions taken from From 'Brilliant CV' by Jim Bright and Joanne Earl, Prentice Hall)

[date]

Contact Details:

e-mail address

telephone number

no photo unless it has been requested

Personal Statement:

(guidance: a paragraph - 5-10 lines – third person – not bullet points – skills, experience, qualities, motivations, highlight achievements, when you have turned a bad situation into a good one, what sort of teacher are you, what sort of leader are you, summing up your experience, projects you have initiated)

Curriculum Vitae:

Career History:

Dates and places of jobs and posts of responsibility (start with your most current)

Key Skills and Competencies:

Link to PTS, ILR, threshold, TLR etc.

Academic Qualifications:

Second Degree/ Professional status

First Degree

A levels

Areas of expertise:

(use this to your advantage so you can highlight extra-curricular areas that you could support – music, sport, drama, ICT)

Classroom organisation, Resource management, Pupil motivation, Pupil discipline, Curriculum planning, Policy implementation, Planning activities, Diversity issues, Classroom management

Professional qualifications:

First aid, music, Welsh speaker, foreign language, enhanced DBS

Personal Skills:

Team orientated, Student focused, Relationship building

(Overall check: delete this and all other guidance statements before you save this as a finished piece)

- *no more than 2 sides of A4*
- *11/ 12 font size in Arial or Times New Roman*
- *Use bold/ italics/ underline sparingly*
- **Check spelling, punctuation and grammar- you are a teacher so this will be scrutinised**
- *Make sure you are consistent in spacing, font size, design and so on*
- *Good use of vocabulary – action verbs e.g. achieved, accomplished, improved developed and so on and positive adjectives e.g. resourceful, versatile etc.*

Good words to use

- Achieved
- Delivered
- Developed
- Enjoyed
- Demonstrated
- Supervised
- Persuaded
- Improved
- Co-ordinated
- Implemented
- Trained
- Monitored
- Completed

Great words to use

- Quickly
- Resourcefully
- Effectively
- Competently
- Carefully
- Creatively
- Flexibly

Bad words to use

- Avoided
- Failed
- Relied
- Argued
- Lost
- Tried