



# Writing Your Curriculum Vitae

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Your CV is the first impression that a Head Teacher 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 head teacher's 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 in the UK, we have listed the tips that we have found work best for our teachers and us.

## ▪ 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 be no more than four 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 or 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.

Most initial appointments in the UK system tend to be for classroom teachers. It is important to highlight your classroom expertise even if you have experience at an executive level.

## • 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



Curriculum Vitae

Name of Candidate

### **Personal Statement**

I aim to seek full time employment in a primary school in the UK where I can use my teaching qualifications and experience to enhance children's learning. I am currently teaching Year 4 (8 year olds) and have experience teaching Years 3, 4, and 5 (7-10 years olds). 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 – James Cook University, Townsville, QLD

Bachelor of Science 1990 – 1994 – St Annes University, London, UK

### **Employment History**

**1998 – Present**

**Full Time Year 5 Teacher / Full Time Year 4 Teacher  
St Josephs Primary School – Melbourne, Australia**

- ❖ 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

**1995-1997**

**Full Time Year 5 Teacher  
St Josephs Primary School – London, 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
- ❖ Year 5 school camp co-ordinator

# EXAMPLE CV – Name of Candidate



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

### **Full Time Year 4 Teacher St Josephs Primary School – Toronto, Canada**

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

## Extra Curricular

- ❖ Year 5 school camp co-ordinator

1990-1991

### **Full Time Year 5 Teacher/ Full Time Teacher Year 4 St Josephs Primary School – Paris, France**

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

## Extra Curricular

- ❖ Year 4 and Year 5 school camp co-ordinator

## Continuing Education

- ❖ 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

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