**Your Name**

Your address or location

T: 0400 000 000♦E: your@email.com.au

**PROFESSIONAL GOALS**

Make this a narrative statement of 3 – 4 sentences outlining your major professional

goals and ideally how these align with the philosophy of the school.

**MAJOR QUALIFICATIONS**

* **Degrees**
* **Diplomas**
* **Certificates**

Begin with the highest (PhD, MEd) and work downwards. Include also teacher

registration number, Working with Children number, First Aid currency, CPR currency etc.

**SKILLS, ATTRIBUTES**

List (max 6) dot points that are your great strengths and true “value-addeds” e.g.

* Exceptional relationship-building skills – able to build positive partnerships with parents resulting in outstanding improvement in learning outcomes.

***OR***

* High level people skills enable me to build a strong team ethos and a culture where all team members feel valued and included

***OR***

* Level 4 Hockey coach qualifications and state representative experience have enabled student teams to improve play and succeed in a range of competitions.

**SPECIAL TALENTS, ACHIEVEMENTS, COMMUNITY INVOLVEMENT**

* Fluent speaker of Swahili, Urdu
* President, Basketville Little Athletics
* Professional Potter
* Represented Australia in Tiddlywinks, 1996 Olympics, Atlanta USA

**CAREER HISTORY**

Begin with most recent role first, and work your way back, gradually reducing the detail. Once you hit the “10 year” mark, present minimal detail. For example,

**2018 – present Head of Science**

Testtube High School

***Key achievements include:***

(4 – 5 dot points) e.g.

* Initiated and implemented a **partnership with NASA** education (Houston USA) leading to annual Year 10 student tours to the space facilities at Cape Canaveral. This has had a major impact on students’ outcomes in Year 10 Science and dramatically increased numbers choosing Physics in Year 11.

**2012 – 2017 Teacher of Science**

Magnesium High School

***Key achievements included:***

(2 – 3 dot points) e.g.

* As **Curriculum Coordinator** for Year 9 – 10 Science, I worked with colleagues to organise all assessment across Year 9 – 10. In this role I set up a trial of a more streamlined assessment process using on-line resources (Moodle). This has met with teacher enthusiasm and the trial will continue next semester.

**1999 – 2011 Teacher of Science**

Hogwarts High School

(Here, 10 years ago, only mention achievements that are really major) otherwise leave blank as most major achievements have been covered above. But definitely include this though:

* **Presented** at an international Primary Teachers’ symposium (Harvard, Massachusetts) on Flipped Learning for Year 5 – 6 Science. Feedback was extremely positive with many teachers contacting me later telling me they successfully implemented many of the ideas presented in my talk.

**Key points:**

* **Begin each point with either a VERB or a TITLE.**
* **Note heading “Key achievements” – these need to be big and set you aside!**

**PROFESSIONAL LEARNING**

* Focus on **recent** (5 yrs) and **relevant** to the new job.
* Emphasise heavily those you have initiated, facilitated or led. Put these first.
* List any relevant outcomes – how have your experiences benefited students? colleagues?

**MEMBERSHIPS OF PROFESSIONAL ORGANISATIONS**

**REFEREES**

* Usually three (read the job ad closely)
* They should be all professionals from your workplace and ideally, senior or at least equal in seniority to you.
* Depending on the role you are seeking, it may be prudent to include others – e.g. parish priest; president of the P&C if you seek a welfare-related role.
* Include **NAME, POSITION, SCHOOL, CONTACT NUMBER/S** and **EMAIL ADDRESS.**

**Throughout the CV (résumé)**

**Ensure CONSISTENCY** with your

* Font sizes (major headings 14pt, narrative 11-12pt. No larger, no smaller.)
* Indentations & dot points.
* Spelling (don’t rely on spellcheck!).
* Punctuation (commas, full stops, semicolons need to be used consistently).
* Grammar.

\*

**Looking for more tips?**

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