**Your Name**

Your address or location

T: 0400 000 000♦E: [your](mailto:pprentice@bigpond.com)@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?**

*Teachers’ Professional Résumés* specialise in developing dynamic, impactful résumés. We pride ourselves on quality presentation together with consistency and precision in spelling, punctuation and grammar. Our creative wordsmith skills will maximise your chances of achieving that all-important interview.

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