

## Career Teachers CV Guide

Many would-be employees underestimate the importance of a good CV when applying for jobs, in what is a highly competitive job market it is imperative that a prospective employer is able to learn as much about you as possible from what is likely to be no more than an initial 30 second read of your CV.

The consultants at Career Teachers have many years of combined experience in the recruitment field and we have put together some handy tips and advice to help you get your CV ready for applying for those dream jobs.

### ***Short but sweet...***

Your CV should be no more than two to three pages long, any more and it just will not get read, prospective employers will most likely just take a quick glance and could end up missing your most important attributes.

### ***Get organised...***

It's no good having an eye catching and informative CV if the employer doesn't know who you are or how to get hold of you! Make sure your name and personal information is clearly and concisely laid out at the top of the page.

Also ensure you give them more than one way of getting hold of you, don't just give them a mobile number but ensure you have also given an address, e-mail and home telephone.

### ***Your profile...***

This is your 5 second window to catch the interest of the person reading your CV and entice them to take a closer look at the rest! This should only be a short paragraph but it must include any key skills or attributes you hold that are directly related to this job application, take your time over this section, it needs to be clear, concise and straight to the point.

*i.e, As a highly motivated and passionate teacher with over 2 years of experience teaching in KS2 I am able to use a range of behaviour management techniques such as agreed rules and positive reinforcement to establish a calm and comfortable environment for my pupils.*

### ***Your career so far...***

Although you need to make sure you include all your previous teaching experience here it is still important to be concise and to the point. You will find it is easiest to use bullet points to break up this information, make sure you include names of previous schools, the dates you worked there and focus on specific responsibilities and achievements in each role.

Remember if the employer is still reading by this point it is likely that they are interested; sell yourself and your achievements confidently. Did you work towards any specific initiatives, were you in charge of a subject, did you improve results?

### ***Qualifications and training...***

Remember if you are applying for a role as a teacher you will need to hold a teaching qualification so make sure it is detailed on your CV, employers aren't interested in what your

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grades were for GCSE or A Levels but they will want to know what courses you have undertaken and which degrees you have gained. Employers will also want to see that you are keeping up to date with new initiatives and always looking to improve so also include details of any CPD courses that are relevant.

## ***Interests...***

Employers reading your CV probably aren't going to be interested in your collection of Star Wars figurines or the size of your stamp collection but they will be interested in any hobbies that could be of interest to the school such as sports or if you have learnt another language.

## ***Back to basics...***

Keep your layout and fonts simple and use a standard size for your text. Fancy fonts and borders may be great for worksheets or presentations but this is your only chance to impress the employer and they need to be able to pick out the information they are looking for quickly and easily.

## ***Check, double check and triple check...***

Make sure you read through your CV at least two or three times to make sure it reads well and does not include any spelling mistakes, utilise the spell check on your word processor and ideally ask a friend or colleague to read through it as well!