

CURRICULUM VITAE

Please insert a clear, colour photo of yourself...nothing formal but rather a photo where you are smiling.

Before you start, please refer to 'Guidelines' below

Personal details:

Full Names as per passport:

Date of Birth:

Nationality:

Marital Status:

Dependants:

Health:

Personal Attributes:

This section should be used to highlight your personality, strengths and your professional achievements. Use 4/5 bullet points to engage your prospective employer immediately – don't be shy to come across as a confident person): **Example:**

- Enthusiastic and highly motivated teacher, dedicated to making a difference in the lives of my learners.....
- Committed to providing a quality education
- Computer literate – WORD, excel, interactive whiteboard
- As Head of Department (English), I am a confident leader to my colleagues, and an integral part of the school's management team

Tertiary Education

Include relevant details: study period, tertiary institution name, major subjects etc. **Example:**

Bachelor of Education (B Ed): Foundation Phase

University of Cape Town: 2000 – 2003

Majors: English, French, History

Registered with South African Council of Educators (SACE): 123456

Computer literacy:

List the computer programmes/applications you're familiar with (and competent in).

Additional certificates/workshops you've attended:

List other certificates/accreditations; you do not have to go into detail; put in bullet form. **Example:**

- Teach-a-Child certificate (2006)
- Reading improvement workshop (2008)
- Cricket coaching certificate Level 1 (2005)
- Accredited rugby coach (2006)

Teaching Experience:

Start with the most recent. Provide information detailing your teaching role at this particular school; remember that what is familiar to you might be unfamiliar to prospective head teachers so do not use any abbreviations. *ensure that you include the ages of the learners you teach, the grades and subjects taught,

*add a sentence or two briefly describing your responsibilities in the classroom e.g did you work in a supportive role or did you compile lesson plans, do assessment etc.

Example:

April 2010 – current: ABC school, Cape Town, South Africa
Educator: Grades 8 – 12 (ages 13 – 18), teaching English and History.

I am Head of Department for the English section.
Planning is done; assessment is ongoing.
In charge of stationery purchases for school

Extra-mural activities:
Cricket and hockey coach to u/16 teams
Fund-raising organiser for Grade 10
In charge of annual school concert and prize-giving ceremony

Workshops/further training completed at this school/this year:
Positive Time Management
HIV at schools
OBE (Outcomes-based Education) workshops
First-aid certificate

Now continue with previous teaching experience. Include similar information, but slightly less detailed...
your current employment is the most relevant. **Example:**

March 1999 – December 1999: Cherry Plum Secondary, Cape Town
Pertinent teaching and extra-mural info

January 1996 – February 1999: Pearson Hill College, Port Elizabeth
Pertinent teaching and extra-mural info

Hobbies/personal interests: bullet form, example:

Participate in indoor cricket and running marathons
Reading
Gardening
Travel
Amateur photographer
Cooking

References:

List names, relationship to yourself, and contact details for at least three (3) referees

Guidelines:

- ✓ This template is meant purely as a guide to what, in our experience, schools overseas look for; take time to ensure that it is concise but comprehensive.
- ✓ **REMEMBER** – unlike in South Africa when your CV is sent overseas it is often viewed by someone in HR who has NO TEACHING EXPERIENCE, so they cannot deduce anything from your CV. They are simply looking for specific things on your CV and if it is not there, they will move on to someone else. So, don't assume that the person reading your CV has ever been inside a classroom

- ✓ It should be easy to read and draw the reader's eye down the page, i.e. make good use of space and **bold** important information.
- ✓ Ensure there are no gaps in your employment history.
- ✓ Don't worry about the layout too much, we can do that but you **MUST** provide us with the relevant information about what you do as a teacher