

Name
Street
Suburb State Postcode
Phone: (08) xxxx xxxx
Mobile: xxxx xxx xxx
Email:

SUMMARY

Sentence structure providing information on who you are (recent graduate), what you can offer and what your career aims are. Think about your enthusiasm, passion and commitment to teaching as a profession. Think about your knowledge, skills and attributes as suitable for teaching and what may set you apart from others.

EDUCATION

2010 to Present

Bachelor of Education (Secondary)

Major Area of Teaching: **Drama**, Minor Area of Teaching: **English**

Course Weighted Average % (include this if above 65%)

Curtin University

Academic Awards and Achievements

List here if you have any awards attained during your teaching degree

2007

Australian Tertiary Admission Rank of 82%

Churchlands Senior High

Subjects: Drama, English Literature, Art, History, Economics

NOTE: Including secondary education is appropriate for recent school to university students but if you have worked professionally prior to coming to university then this information would not be required. We tend to agree on a cut off of 10 years of information to be included in a resume. However, if you were applying for a teaching position at a school that you attended this could be pertinent information. Similarly, previous roles may be important if directly relating to teaching. Make your own call.

SKILLS SUMMARY

Here, you may select appropriate headings e.g. Oral, Written and Interpersonal / Technology / Innovation / Planning and Organising etc. (If a selection criteria is given, then adapt what they are seeking to come up with the best headings) OR use headings as taken from the three domains within the [National Professional Standards for Teachers](#).

NOTE: All applications when in the public or private sector will ask you to demonstrate knowledge of the NPST. This can be incorporated into a statement (as with Department of Education applications), a cover letter or within your resume/CV separately or interweaved.

Professional Knowledge

- Your ability to work with students with engaging content and strong knowledge of your subject matter

Professional Practice

- Your ability to plan, organise, administer, evaluate etc.

Professional Engagement

- Interpersonal skills

- Lifelong learning

PRACTICAL PLACEMENTS

Use action words and bullet points to demonstrate your experience.

NOTE: For new graduates and final year teachers putting together a targeted Teaching Resume, this information needs to be prominent. This is key information that Principals will be looking closely at.

School of Education Professional Practice Practicum (Secondary) – Fourth placement

School

Dates

Subject/Teaching Area and Year Levels

Key Responsibilities:

- Encouraged...
- Assisted...

Key Achievements:

- Devised...
- Developed...

School of Education Professional Practice Practicum (Secondary) – Third placement

School

Dates

Subject/Teaching Area and Year Levels

Key Responsibilities:

- Mentored...
- Monitored...

Key Achievements:

- Gained...
- Reviewed...

School of Education Professional Practice Practicum (Secondary) – Second placement etc.

School

Dates

Subject/Teaching Area and Year Levels

Key Responsibilities

- Established...
- Utilised...
- Positively contributed...

Key Achievements

- Gained...
- Submitted...

RELATED EMPLOYMENT or EXPERIENCE

(List relevant employment or voluntary experience also under this heading)

ADDITIONAL EMPLOYMENT

(If you have professional experience in another field, you may wish to list your key responsibilities. If the position speaks for itself then simply list the dates, the job title and the organisation.)

April 2010 – January 2014

Retail Assistant/Acting Supervisor (Casual)

David Jones, Perth

Key responsibilities:

- Strong customer focus role in a busy working environment
- Supervisory experience in acting roles offered. Committed to working full-time hours during university summer breaks
- Participation in professional development seminars on people and organisational management
- Mentoring and induction of new trainee staff

January 2009 – January 2010

Client Services Officer, Commonwealth Bank, Hay Street Branch

Key responsibilities:

- Strong customer focus role in a busy working environment
- Excellent organisation skills
- Well developed communication and conflict resolution skills

EXTRA CURRICULAR or COMMUNITY and LEISURE

(List any additional experience relating to any affiliations with non-for-profits, student clubs, professional associations etc. Provide dates. You can also list your leisure/sporting etc., interests. Only list interests that are applicable.)

REFEREES

(You will generally be asked to provide the contact details of two referees.)

Name Position/Job Title Relationship (Optional e.g. Final Prac Supervisor) Organisation Tel: (xx) xxxx xxxx Email:	Name Position/Job Title Organisation Tel: (xx) xxxx xxxx Email:
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