

Applying for your first teaching job: How to write a CV

When will I need a CV?

Most teaching jobs require the applicant to complete an application form, but some ask for a CV so it's a good idea to have an up-to-date one that you can adapt. You could also use it for speculative approaches. Recruitment agencies often ask for CVs too.

What do I need to include in a CV?

Personal details: your name and address, contact phone numbers and email address

Personal profile: start with a very short summary that briefly outlines who you are. Highlight your strengths and align these with the requirements for the post you are applying to. Think of your profile as 'mini advert' that summarises what you have to offer.

Education: start with your most recent ie your teaching qualification and degree, and list in reverse chronological order. Always include dates, the names of the university, college and school you attended, and grades attained or predicted.

Teaching experience: start with your most recent and provide information about your teaching practice. Include details such as age range, types of school, number on roll, range of SEN. Briefly describe specific skills or experiences gained, and highlight any additional responsibilities or extra-curricular involvement. Include teaching experience you may have had before you started your course.

Other work experience: include brief details of experience gained outside of the classroom but wherever possible show how the skills gained from this could be useful to the school.

Other information/additional skills: List important achievements, experiences, or other details (e.g. professional development) relevant to seeking work in education, with dates. Mention any additional skills that could be useful to a school, e.g. ICT, musical, artistic or sporting ability

Referees: make sure your referees are prepared for requests. Teaching applications usually require an academic reference as well as at least one from your teaching practice. You can include your referee details on your CV, or just state 'References available upon request'.

Don't forget

A CV is a selling document used to persuade the employer to shortlist you for an interview. A prospective employer typically spends no more than 30 seconds reading a CV, so don't overload them with too much text. Put yourself in their shoes and remember they want clear evidence that your qualifications and experience matches the advertised vacancy. Write concisely and use bullet points. A prospective employer is likely to be reading lots of very similar CVs, so ensure your particular strengths and what you can offer the school are clearly evident.

Is there a set format or template I should use?

There are different ways you can present your information to draw attention to your strengths (see links below for further information on CV formats) but the key principles for all formats are the same:

- Keep your CV to two sides of A4 – don't make it any longer!
- Use an easy to read type-face and avoid using a font size smaller than 11 or 12.
- Organise your information logically under headings to make it easy to read.
- If using bullet points, avoid long lists of words. Use verbs that suggest achievement and responsibility e.g. 'developed' 'organised', 'coordinated', 'lead', 'initiated', 'managed'.
- Keep your information short, snappy and to the point. Writing in the third person sounds professional and helps reduce word count.

What about any previous work experience or skills that I've had that isn't related to teaching?

Any involvement with children such as Brownies, clubs, youth work, summer camps is worth mentioning. Mention other aspects of your education and/or experience which is relevant to your professional future in the classroom. Don't forget to bring in additional skills and knowledge that might make you an attractive proposition and enhance the experience you could give to children, i.e. are you an experienced musician/athlete/artist/ designer/photographer etc.?

Should I include my interests?

It's not necessary to include interests in a CV. If you do, use them as examples of specific achievements such as teamwork and leadership roles, personal achievements etc.

Top tips from head teachers

- Spelling, punctuation or grammar errors will result in your application being rejected, so proof read your letter/statement very carefully.
- Remember your audience! Don't send a generic CV or letter/statement. Make it personal to the school/post you are applying to. Show you've done your research.
- While the emphasis should be on selling yourself, it is possible to go over the top and NQT's who claim they are "excellent" in various respects lose credibility as excellence in teaching takes many years to acquire."

Further support and advice:

The University of Cumbria Careers and Employability Service is here to support you for up to three years after you complete your course. You can find lots of resources on our web pages at <https://my.cumbria.ac.uk/Student-Life/careers>. You can also log on to our new career hub, My Career Enriched (<https://mycareerenriched.cumbria.ac.uk>) to book an appointment, find events, arrange a practice interview or request feedback on your application. Submit your draft CV or application form (along with the job details of the post you are applying for) in the 'CV and Application Feedback' module and we'll email you with feedback.

Where can I get further information about CV writing?

My.Cumbria: my.cumbria.ac.uk/Student-Life/careers/CVs-and-Applications/

Prospects: www.prospects.ac.uk/careers-advice/cvs-and-cover-letters

TargetJobs: targetjobs.co.uk/careers-advice/applications-and-cvs

TES: www.tes.com/jobs/careers-advice/latest-advice/how-write-a-must-read-cv