

Resume format: Teaching

NAME

Contact details

Provide contact details only; Languages if relevant to the job at hand could be included here; No other personal information such as age or, marital status.

PROFILE (optional)

A profile is a snapshot which pulls together key information about you, with particular emphasis on what is relevant to the position. You might mention for example, your qualifications, experience, key skills and/or attributes. A profile may wind up with a statement about your career objective.

EDUCATION

Tertiary

Dates Name of Course/Qualification (in bold)

Institution

-
-

Use dot points for other details – to differentiate your studies and highlight relevant information

Might include – Major study areas, other relevant subjects; GPA (if strong); exchanges; scholarships; student rep roles (academic); relevant project work

Secondary

Dates Name of Course/Qualification

Institution

-
-

Use dot points for other details – to differentiate your studies and highlight relevant information

Might include - ENTER score, Year 12 awards, relevant leadership or extra-curricular roles



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PROFESSIONAL MEMBERSHIPS/ DEVELOPMENT

List any professional memberships or professional development activities. These include student memberships of professional associations, or memberships of student professional associations.

TEACHING PLACEMENTS

Dates

School

-
-

Include one or two lines giving overview of placement scope eg year levels, subjects, length

List placements in reverse chronological order

Use dot points to summarise activities – using statements starting with a verb eg

- *designed and implemented a unit of work for Year 12 Business Management ‘Effective Management’*
- *planned and coordinated Year 7 excursion to the Melbourne Museum*

Be selective in deciding what to include here. Choose activities which ‘add value’ or are unique to the particular placement. Try to limit to 4 or 5 entries.

Keep in mind aspects covered by selection criteria eg curriculum design, assessment, parent liaison. Remember to include key curricular activities.

Where appropriate, include outcomes in your statements eg student learning/results, feedback from students or colleagues. Ask yourself ‘how do I know what I did was effective?’

EMPLOYMENT

Dates

Job Title

Employing Organisation

-
-

Could include one or two lines giving a snapshot of the organisation – if not well known

List jobs in reverse chronological order

Use dot points to list tasks carried out - using statements starting with a verb eg ‘prepared information for clients.....’

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- *conducted phone surveys.....*
- *responded to enquiries from clients about....*

Where appropriate, include outcomes in your statements. Ask yourself 'how do I know what I did was effective?'

VOLUNTARY AND EXTRA-CURRICULAR ACTIVITIES

You can use the same format as for Employment section ie dates, role or job title and organisation, and dot points to describe what you did. You could also choose to group activities under subheadings eg Sport, Community...this can highlight relevant experience, and especially if you have a lot of activities, it can make information easier to digest.

Remember that voluntary and extra-curricular activities can be just as valuable as paid work depending on relevance.

***VARIATION:** *If you have relevant industry experience (in addition to your placements), consider using a heading such as **Relevant Experience or Teaching Experience** where you can include any paid and/or unpaid experiences. Include other employment under **Further/Other Employment**, and other extra-curricular activities under **Further/Other Voluntary and Extra-curricular Activities**.*

OTHER SKILLS (optional)

If you have other relevant skills which are not made clear elsewhere, include a brief list of these eg languages, computer skills, sporting, public speaking, arts.

REFEREES

It is usual to give 2 referees. Include: name, relationship, and contact details.



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