



## CV/Resume Preparation for Teaching

# What we'll look at...

- How to produce a **professional CV**
- **Thinking of your CV/application as a narrative.** We're all wired to remember stories
- **Naming/creating a connection** to the organization
- **Providing “hooks” on the first page**
- **1/2-page versus 3/4 pages**
- **What to include** and why
- **Analysing JDs**
- How to **target a specific audience**
- **Doing your research.**
- The **social media/digital dimensions** of recruitment
- A little about **Cover letters**
- Resources

# Key points

- A successful job application, appropriately targeted should lead to an interview
- Hard copy and electronic applications typically involve a CV, Cover Letter and Application Form
- A customised application should provide evidence that the applicant matches the job criteria, is motivated to do the job and would fit into the workplace culture
- Information must be professional in presentation and carefully proofed



# Long-lists and short-lists

Typical scenario – 50+ applicants – will interview 5



## Will reject:

- Applications with grammar, spelling or punctuation issues
- Applications that are poorly researched - don't address key job criteria and provide evidence of understanding of the job and the organization and relevant skills/experience
- Applications which are incomplete e.g. inconsistencies in dates, missing referees, transcripts or documents
- Cover letters that are poorly presented poorly crafted and plain boring

## The 'must-see' candidates - the 'shortlist':

- Complete, well presented and well written, appropriately formatted eg portfolio
- Demonstrate knowledge of and interest in the work and the organization
- Knowledge and experience (work/study) relevant to the criteria
- Good referees
- Will/have passed police and other background checks (if required)

# Know your audience

- Research/assess potential employers before making an approach
- Are they looking for 'experienced' or 'new' hires?
- What concerns might they have about a newly qualified hire and how will you address these?
- Are they presently advertising a relevant position?
- Do they always use formal selection processes?
- Are there gaps in the schools formal curriculum or extra-curricular activities that you could fill? ERO Report. Summaries on school sites and full reports at [www.ero.govt.nz](http://www.ero.govt.nz)
- Is a school visit or phone call possible?

# Sample job adverts from Education Gazette

## [Diocesan School for Girls](#)

**Learning support and English teacher 2016.** Full-time energetic teacher to join our dynamic centre for the enhancement of learning department and English faculty. Ability to support the learning of **Y7–10 students who learn differently** and deliver some junior English teaching. Primary trained an advantage.

- Applications close 17 June. **Please email applications, including a detailed CV and covering letter**
- We invite you to view our website for further details about our school  
[www.diocesan.school.nz](http://www.diocesan.school.nz)



# Sample job adverts from Education Gazette

## [Hautapu School](#)

**Fixed-term position.** Roll growth, terms 3–4. We are looking for someone who can work in a highly collaborative, team teaching environment, within a Y1 ILE (interactive learning environment) setting. Passionate about growth mind-set and 21st century thinking skills with strengths in all core curriculum areas and a passion to get the most out of students, by providing meaningful experiences.

**Beginning teachers are welcome to apply.**

- Applications close Friday 10 June. Please email a **covering letter, CV and the names of 3 referees** to [admin@hautapu.school.nz](mailto:admin@hautapu.school.nz)

# Sample job advert from Education Gazette

## [Auckland Council](#)

### [Casual Zoo Educator, Auckland Zoo](#)

We have a casual education role for a **qualified secondary school level educator** to work at Auckland Zoo.

## [Wairakei Primary School](#)

### [School profile](#)

**Permanent new entrant teacher.** We are looking for a **fully registered, experienced, new entrant teacher** to join our amazing team. Personal strengths in numeracy, literacy and running a transition to school group are essential. Lovely students and very supportive parents desire a warm, caring, enthusiastic teacher to start off their schooling in a positive way. Start 3 August.

Applications close 4pm, Wednesday 22 July. For more information please contact the school office, Apply with cover letter and CV to [info@wairakeitaupo.school.nz](mailto:info@wairakeitaupo.school.nz)



# Sample job advert from Education Gazette

## Kaiapoi North School

### School profile

- **Fixed-term Scale A teacher for Y1 class** commencing week 7 of term 3 for the remainder of 2010. We seek an enthusiastic, creative team player to support and excite our Y1 children. Strengths in literacy and numeracy, strong behaviour management skills and a commitment to develop personal excellence essential. **Experienced teacher preferred, however beginning teachers may apply.**
- Application pack available on our website [www.kaiapoinorth.school.nz](http://www.kaiapoinorth.school.nz)
- Please send covering letter, application form and CV to the Principal, 278 Williams St, Kaiapoi 7630. Inquiries welcome to Jason Miles; ph (03) 327 8803; email [jason.m@kaiapoinorth.school.nz](mailto:jason.m@kaiapoinorth.school.nz)

# Sample job advert from Education Gazette

## [Ashburton College](#)

**Teacher of English.** Our college is a U10, decile 7, coeducational school catering for the majority of students in mid-Canterbury. The vacancy is a full-time, permanent position. **Experience with NCEA may be an advantage.** For commencement at the start of term 3 (Monday 25 July).

Information package enquiries and applications, please contact Sheena Tyrrell, Management Administrator;

# If making personal contact

- Do your **homework beforehand**. This will show that you are committed
- **Take notes with you** and add to them during your meeting
- **Set objectives for the contact**. What is your reason for making contact? What outcome is wanted?
- **Prepare a dossier on you** - your CV, examples of relevant projects, certificates, letters of reference etc.
- **Greet properly**. Your full name, a handshake and small talk establish professionalism and rapport. Re-state your agenda and show appreciation for their time
- Promote **your 'brand'**. Ensure that what the employer sees/hears is consistent
- **Look for 'buying signals'** (i.e. body language/comments) that indicate interest and respond accordingly
- Use the **'summary close'**. Summarise everything that the employer is seeking based upon the discussion. Then say what you can offer.
- **Thank them for their time**. Send a thank you note/email afterwards

# Victoria CareerHub

<https://careerhub.vuw.ac.nz/students>

Found **390** Jobs with the words **teacher**

Most Recent ▾

## Permanent Teaching Jobs in the UK

Point to Point Education Recruitment

Find out how you can be shortlisted to secure a face to face interview in New Zealand with a UK Principle for permanent teaching roles starting in January 2016!

📍 *Various - Various*

Closes - 30 Aug, 2015



## Secondary Jobs in ALL curriculum areas needed in London

Smart Teachers NZ

Secondary Teaching in London, Maths, Science, History, ICT, English, Music, Art, PE, Dance, Drama, Geography, London, Home Counties, Regional England, Top rate of pay, Free Service, Assistance with Travel, Accommodation, Tax benefits, Referral Bonus \$

📍 *London, Home Counties, Regional England - London*

Closes - 31 Aug, 2015



## Primary teachers required for outstanding London school!

Synarbor Education

We have a number of outstanding primary schools in North, South and East London each seeking enthusiastic and dedicated teachers for long term positions starting in September 2015.

📍 *London*

Closes - 19 Jul, 2015



# The CV – Personal Details

\*Attica Faisal (pronounced At-ti-ka Fy-zal)

\*Ana (pronounced Ah-na) SMITH

\*Wei (Fay) Chang

30 Any Rd, Brooklyn, Wellington 6012

Phone: 04 000 0000 or 027 000 0000

Email: [hotforyou@hotmail.com](mailto:hotforyou@hotmail.com)



- Other Information
- NZ Permanent Resident/NZ citizen
- Provisional Teacher Registration (PTR 000000), Education Council New Zealand
- Full NZ Driver's Licence. Defensive Driving course completed 2014
- **LinkedIn profile** at...
- Professional memberships...

# Objective

- To secure a secondary school teaching position for January 2017 in which I can refine curriculum expertise in Mathematics and English Literature and continue my professional development under the supervision of experienced subject teachers.

# Teaching Philosophy

**Not mandatory.** Try to be genuine.

- I keep myself motivated to be a resilient and achievement focused teacher based on my profound belief in the critical responsibility I have to help students develop self-understanding, self-confidence, self-reliance and self-management skills...
- Core to my teaching philosophy is an enthusiasm for exposing students to experiences that allow them to test their understanding of information, ideas and concepts and that strengthen existing capabilities or encourage new capabilities to emerge. This keeps me motivated, mentally challenged and committed to my own life-long learning...
- I hope that through my teaching I can contribute towards students seeing the New Zealand, our region and the world beyond it with appreciative and critical eyes.
- I will make the best contribution as a teacher if I focus on building relationships with students, parents and carers, my work colleagues and also with stakeholders in the wider community that contributes to the school. I believe that engaged and caring schools and their communities, produce engaged and caring students and adults...

# Teaching Profile

- Will complete **BA/BTeach in English Studies with Mathematics** in November 2014.
- Have current theoretical and applied **understanding of the Science and Maths Curriculums** at primary and secondary levels.
- As a manager in the private sector became **familiar with NZQA frameworks and achievement standards for the retail sector** and successfully prepared the business case for formal vocational training of all operational staff to level 2.
- **Recent schools based experiences** includes one term as a volunteer classroom assistant and the completion of 4 placements as required by the BTeach programme – all 4 placements ‘passed with excellence’.
- **Have worked with children with learning and physical disabilities** and gained insights into specialist support services available in the ECE and home contexts



# Teaching Profile continued

- **Speak basic te reo** as a result of taking two Maori language papers last year. Fluent in spoken and written English and Mandarin.
- Three years **experience coaching water polo** as an assistant coach for under 15s. Also part of the new four-stage Formal Coach Development Programme being implemented by the New Zealand Water Polo Association.
- **Coached badminton** and was a member of the Racqueteers Programme, the Badminton NZ national initiative to introduce badminton in years 6-10 throughout the country.
- **Intermediate skills in MS Office** Word, Excel, Outlook, PowerPoint and Publisher recently used to create teaching materials, assessment sheets, and formal presentations
- **Proficient in record keeping**, report writing and day to day administration.

# Other Skills and Experiences

- Can use **specialised software** such as SPSS for statistics and MYOB and Xero for business tasks.
- **Leadership capabilities** demonstrated in peer mentoring at university, sports coaching, and in my previous work as an Area Manager responsible for 12 retail stores employing over 80 staff
- **Experience on formal committees** in key roles: chair and secretary of the local chamber of commerce for two consecutive years
- Have **contributed to numerous fund-raising events for local schools**, community centres and sports clubs. My activities have included persuading local businesses to donate prizes for raffles, locating suitable venues and acting as Master of Ceremonies.

# Academic History

**2007- present**

**Victoria University of Wellington**

**BA/BTeach - conjoint degree with a Mathematics and English focus**

**Achieved an A- average over 4 years**

## **Study areas included:**

- Understanding levels 1 to 8 of 'Mathematics in the New Zealand Curriculum' including assessment for qualifications in the senior secondary school.
- Teaching English in secondary schools from Years 9–13.
- Technology in the New Zealand Curriculum' document covering teaching in primary schools and planning and assessment in the senior school.
- Understanding of literacy as defined by the Ministry of Education Literacy Taskforce.
- Second language acquisition theories and research supporting the learning of ESOL students, especially advanced learners.

*A full academic transcript is available on request*

# High school qualifications

**2000-2005**          St Helen's College, Nelson

**2006 NCEA Level 3 results included:**

- Excellences in Chemistry and Calculus
- Credits in Chemistry, Calculus, Economics, Japanese and English

# Overseas qualifications

**Provide 'a context' before describing academic accomplishments**

**Bachelor of Commerce (BCom) - Economic Management (2000 – 2004)  
Lanzhou University, China ([www.lzu.edu.cn](http://www.lzu.edu.cn))**

*Lanzhou University has an international reputation for scholarship and research and is ranked in the top 10 of China's 1100 universities*

**Key papers within my degree included:**

International Business and Trading, International Finance, Western Economics Theories, Fundamental Theories of Accounting

**Achievements:**

- Excellence in scholarship – ranked 5 of 30 students
- Computer Certificate (second level) - database programming and analytics

# Work History and Volunteering

## Domestic Caregiver

Feb 2008 to present (P/T)

- Providing after-school care and activities for an energetic 8-year-old boy
- Being inventive, spontaneous and fun, whilst maintaining a safe environment and a routine
- Being punctual, trustworthy and flexible allowing my charge and his parents to plan ahead with confidence

*Feb 1998 - Dec 2001*

*Scape Gallery, Wellington*

*Gallery Assistant (Acting Manager at weekends)*

*Key duties:*

- *Promoted and sold art pieces – original paintings, drawings, etchings, sculptures*
- *Sourced pieces for the gallery and for individual patrons*
- *Answered queries in person, over the phone and via email*
- *Planned and organised the display of artworks within the gallery*

*Prior to 1998 I travelled extensively in the UK and France and worked in a variety of temporary clerical and reception roles in the hospitality sector.*

# Overseas work experience

**Provide context\*:**

**Sept 2009 – July 2010 Classroom Assistant  
Rochester Academy, Bradford, England**

[www.rochesteracademy.ac.uk](http://www.rochesteracademy.ac.uk)

\*the academy employs 15 staff responsible for managing up to 80 students (aged 6 to 11) excluded from mainstream education. Individual student behavioural and academic management plans are developed aimed at reintegration



# Extracurricular Interests

## Referees

- Currently teaching myself to play the guitar and read music
- Visit the gym for a weekly work out as well as playing several sports

### Referees

#### **Dr. Milton Ham**

Senior Lecturer in Education Studies, Victoria University of Wellington

Phone: (+64 4) 463 0000, Email: [milton.ham@vuw1.ac.nz](mailto:milton.ham@vuw1.ac.nz)

#### **Jane Smith**

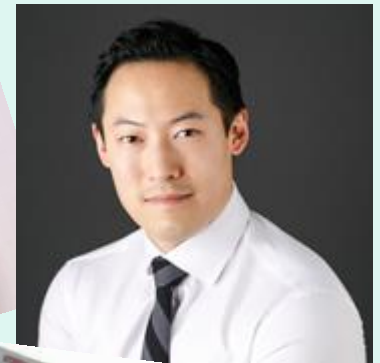
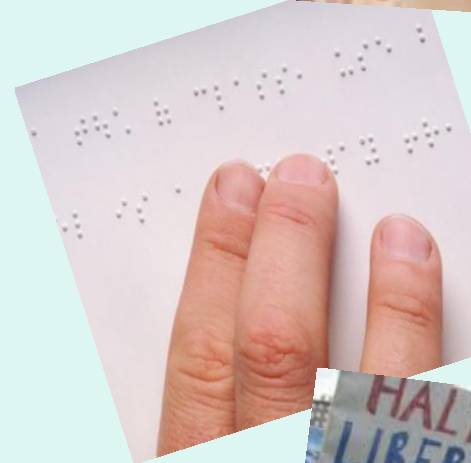
Curriculum Leader Mathematics, Mount Victoria College

Phone: 000 0000, Email: [jane.smith@mvcollege.ac.nz](mailto:jane.smith@mvcollege.ac.nz)



# Hot buttons

- Photographs
- Age or date of birth
- Marital status
- References to children
- References to disabilities or health issues
- Religious or political affiliations



# CV structure and presentation

- **Once the content is 'right'** consider the presentation.
- **Be cautious** about use of images, unusual or large fonts etc
- **Look at CV Templates and Examples for ideas** – but don't just copy
- **Improve presentation** and readability by using

Headers and footers

Bullet points

Tables and columns

Colour

- Do **spelling and grammar checks**
- Check for **CONSISTENCY** in fonts (type and size), bullet styles, spacing and margins
- **PROOF READ AGAIN CAREFULLY**

# Additional documents

You may wish to include one or more of these or the employer may request them

- **Covering letter (essential\*)**
- Application form
- Written reference; school testimonial
- Academic transcript
- Sample of written work
- Self-assessment form

# Covering letters

Attica Faisal  
14 Kelburn Parade  
Kelburn, Wellington  
[Faisal.att@student.vuw.ac.nz](mailto:Faisal.att@student.vuw.ac.nz)

31 July 2014

Jason Miles  
The Principal  
Kaiapoi North School  
278 Williams St  
Kaiapoi 7630

Dear Mr. Miles or Dear Jason

And/Or a subject line:

**Re: Fixed Term Scale A Teacher, Year 1 [Kaiapoi North School](#)**

# Cover letter (continued)

Dear Mr. Miles,

I would like to begin by thanking you for your valuable time on the phone yesterday. Although I had visited the school's website and read your recent ERO report it was important to me to have the opportunity of a personal conversation to understand your expectations and to assess whether as a new teacher I would be in a position to meet them.

I appreciate that staff in the school are quite stretched and that good classroom management skills will be vital in this role. I have considered these points and others you made, and have tried to address your concerns in my application. I am including a full CV and in it you will see that I would bring some valuable skills to the role including:

- **A strong teaching degree with specialisations in Maths and English.** With regard to English my special interests are second language acquisition and literacy
- Successful teaching experiences in five different schools. Four of practicum reports make particular mention of my **exceptional classroom management skills**
- A genuine passion for teaching and learning which I discovered in my late twenties having had previous experience managing workplace-based training

# Cover letter close

I hope that reading my CV will convince you that I am worthy of an interview. I am keen to discuss the position further and how I might be suited to working with students, staff, parents and the wider community in ...

Thank you for your time and consideration and I look forward to hearing from you shortly.

Yours sincerely (or faithfully)

Attica Faisal

# Deficits and issues: declare or distract?

- Academic Performance
- Competing with experienced practitioners
- Problematic Practicum/lack of referees
- Lack of work experience
- Visa Status

# Emailed applications

- Keep information professional, clear, brief and screen-friendly. Use an unambiguous subject line
- Label all files sent clearly and consistently. A good formula is:

surname\_first name\_document  
type\_role title\_organisation\_month  
and year





# Creative Alternatives – Hard copy and Digital Curriculum Vitae

About 465,000 results (0.40 seconds)



**Graeme Anthony C.V.I.V - Intro - YouTube**

[www.youtube.com/watch?v=9EzNII1U2N8](http://www.youtube.com/watch?v=9EzNII1U2N8)

Try to stand out...for the right reasons:

<http://www.dailymail.co.uk/news/article-2920598/Job-seekers-create-crazy-CVs-help-applications-stand-crowd.html>

<https://www.youtube.com/watch?v=9EzNII1U2N8>

# Other information (2015)

- **Beginning Secondary Teachers regulations and salary scales**

Most first-year teachers with a subject specialist bachelor degree and graduate diploma in teaching start on step 3 (G3+E) - **\$48,316**

<http://www.ppta.org.nz/communities/beginning-teachers/2682-new-tchrs-need-to-know-pay-scales>

- **Beginning Primary Teachers regulations and salary scales**

Step 5 Q3+ - **\$47,662** for entry- level teachers who hold a bachelor degree together with a recognised teaching qualification (e.g. Diploma of Teaching), or a degree conjointly completed with a bachelor degree of teaching, or an honours degree of teaching

<http://www.nzei.org.nz/AgreementDoc/PTCA.pdf>

- **Beginning Early Childhood Teachers regulations and salary scales**

Q3+ - **\$45,680** for an early childhood teacher/kaiako holding a bachelor degree together with a recognised early childhood teaching qualification or a four year bachelor of education degree or a four year honours degree of teaching or a degree completed conjointly with a bachelor degree of teaching

<http://www.nzei.org.nz/AgreementDoc/ECEA.pdf>

# On-line resources

<https://www.teachingchannel.org/videos>

<http://www.edutopia.org/video>

<http://resumes-for-teachers.com/news/education-interview-questions.htm>

<p://resumes-for-teachers.com/news/education-interview-questions.htm>

## **Victoria Careers and Employment Website**

[http://www.victoria.ac.nz/st\\_services/careers/](http://www.victoria.ac.nz/st_services/careers/)

## **Handout Hub**

[http://www.victoria.ac.nz/st\\_services/careers/resources/handouthub.html](http://www.victoria.ac.nz/st_services/careers/resources/handouthub.html)