

RESUME / CV

Your CV should ideally be no more than two pages long. The idea is that this isn't a complete history of your life but enough information so that the employer will want to find out more about you. Touch on a few points of what they're looking for from the job advertisement into your CV. You do not need to include a photograph on your CV, the employer may ask for one later.

EXAMPLE

John Smith

- EFL Teacher



Profile

Name

John Smith

Date of Birth

4th January 1984

Address

123 Street Name
Town/City
State & Country
Post/Zip Code

Nationality

Australian

Phone

028 12345678

Email

john@gmail.com

Objective

John is degree educated and a hard working qualified EFL Teacher. He is committed to excellence and will always be supportive of a schools aims, agreed teaching styles, methods of assessment and other policies. John has created lessons for a variety of levels from pre-intermediate to advanced, he will encourage curiosity and will motivate your students.

Qualifications

| | |
|------|---|
| 2025 | Tefl Certificate. Master Course, Teflen Training College. |
| 2022 | Bachelor of Arts (Major: Writing) Macquarie University, Sydney. |
| 2020 | CPR Certified HCMS Health. |

Experience

| | |
|------|---|
| 2025 | Edmundston Elementary School, Sydney. (Teaching Assistant) <ul style="list-style-type: none">Assisted the teaching staff at EES by preparing lessons in English, History, and Geography.Corrected assignments and provided reports to each teacher on the grades achieved by each class.Assisted course tutors in the preparation of lessons for individual tutoring sessions.Co-ordinated presentations and demonstrations as part of the teaching curriculum. |
|------|---|

Skype
john1234

2022

Jackson Writing Centre. Sydney. (Instructor)

- Conduct writing conferences with students. Identify weaknesses in development and style.
- Guide writers in solving problems.
- Learned valuable interpersonal communication skills by collaborating with students from many fields.

2019

Freelance Tutor (Teacher)

- Tutoring high school students in English.

Skills

MicrosoftWord, Access, PowerPoint and Excel. Macromedia Dreamweaver and AdobePhotoshop.

Interests

Japanese language and culture, sport and outdoor activities.

Referees

Stephen Williams

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Profesor Andrew Roberts

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