

# CREATE THE PERFECT TEACHING RESUME

Every government school application has to be lodged at Recruitment Online.  
Applications to private and catholic schools are usually made directly to the school.

Photos are generally not required by schools



## Resume - Carrie Jobs

28 Glossop Ave, Burwood Vic 3125, Tel: 0402740672  
Email: carrie.jobs@deakin.edu.au LinkedIn: www.linkedin.com/in/carriejobs

Make sure your voicemail and email address are professional.

### EDUCATION

**2012 - current Bachelor of Education (Primary), Deakin University**

- Achieved Distinction Average
- Completed a specialty stream in music
- Rural Experience
- International teaching study tour of Thailand

List achievements ie. distinction or above, international & interstate placements, scholarships or awards

**2010-2011 Certificate III in Early Childhood Education Box Hill TAFE**

Previous relevant qualifications should be included.

### Teaching Rounds

**2015 Warrnambool Primary School Grade 5/6 4 weeks**

- 3 day camp to Cape Bridgewater
- Helped to organise and facilitate Grandparents day
- Sat in on Parent Teacher Interviews
- Gained experience working with a student with Cerebral Palsy

*'The classes Carrie worked with had students with very challenging behaviours. Carrie was able to effectively use behaviour strategies build a good rapport with the students'*

*'Carrie's lesson plans were detailed and well prepared. Each lesson included a lot of hands on activities for students'*

**2014 Kardinia International, Geelong Grade P/1 3 weeks**

- Attended and facilitated at Sports day
- Experience in a TESOL classroom
- Worked effectively in an open plan classroom

*'Carrie demonstrated sound collaboration skills and initiative when teaching on sports day'*

**2014 Burwood Heights Primary Schools Grade 3/4 2 weeks**

- Developed knowledge of Restorative practices
- Worked extensively with a student with Autism
- Prepared material for the newsletter

*'Carrie connected well with each of the students, and was very mindful of their individual abilities'*

*Carrie was able to manage the class when a number of small groups were working on different tasks. She could recognise which group she needed to refocus or assist with their learning in order for them to all effectively reach set goals'*

### Relevant Employment

**2013 – current Student Mentor Deakin University**

- Guided and advised new Deakin students from a variety of cultural backgrounds in an official capacity.
- Supported new students in their transition to university.

Include ALL of your placements. Include extraordinary experiences such as camps & special projects

Positive quotes from your Assessment tools and key accomplishments can highlight your strengths

Use duties to highlight relevant/transferable skills. Highlight major projects and achievements.

# Resume - Carrie Jobs

## EMPLOYMENT

2011 – 2013      Customer Service,      Kmart

- High level of communication skills gained through customer service
- Excellent team work within a large, constantly changing team
- Utilising problem solving and initiative to solve customer complaints

Professional development; extra training courses and certificates completed to stay on top of professional practice.

## PROFESSIONAL DEVELOPMENT

01/2014      Asthma Training - Asthma Foundation, Australia  
02/2014      Survival Kit Workshop - Glen Pearsall- Australian Education Union (AEU)  
03/2014      Behaviour Management Workshop - Glen Pearsall- AEU  
04/2014      ED MED, Students & chronic illness - Ronald McDonald Learning Program  
01/2015      SMART Board Training - Mount Burr Primary School  
02/2015      Renewal of Senior First Aid - St. John Ambulance, Australia  
03/2015      Mandatory Reporting - TAFE SA, Mount Gambier, SA

Volunteer work, community involvement & extra-curricular activities show you as a well rounded person and can be used to highlight skills in areas where you may not have work experience.

## VOLUNTEER WORK & COMMUNITY INVOLVEMENT

03/2014      Student Teacher / Volunteer Wildlife Park excursion - Ballarat Primary School, Ballarat  
03/2014      Volunteer / School Sports Athletics - Ballarat Primary School, Ballarat  
08/2013      Volunteer / Grade 3-4 Camp Port Fairy - Noorat Primary School, Noorat  
02/2013      Student Teacher / Volunteer - Prep Transition day - Terang College P-12, Terang  
03/2010 - 09/2011      U/17 Netball coach - Terang Mortlake Football Netball Club, Terang  
03/2010 - 06/2011      Basketball Coach - Terang and District Basketball Association, Terang  
08/2010 - 08/2011      Organiser/Volunteer, 40 Hour Famine - Terang College P-12, Terang  
2010 & 2011      Volunteer - Fun For Kids, Warrnambool

## EXTRA-CURRICULAR ACTIVITIES

2009 - Current      Tennis Team Committee      Burwood Tennis Club  
2014      Geelong City to Surf triathlon      Personal best time

## PROFESSIONAL MEMBERSHIPS

2014      Golden Key Honour Society      Award recipient  
2014 -2015      Australian Education Union  
2014 -2015      Arts Education Victoria  
2014 -2015      The Australian Association of Mathematics Teachers

## REFEREES

Ms Jillian Smith  
Teaching Round Supervisor  
Ballarat Primary School  
TEL: 03 1234 5678  
Email: jillsemail@BPS.gov.au

Ms Judy Johns  
Customer Service Manager  
Kmart  
TEL: 03 1234 6789  
Email: judy@kmart.com.au

Include:  
Name  
Position  
organisation  
Phone no.  
email

Use dots points and positive language to highlight skills.

Most professional associations will have student memberships.

List at least 2 relevant referees, but 3 works well: Usually 2 from teaching rounds and 1 from part-time work

## DO'S & DON'TS of RESUME WRITING



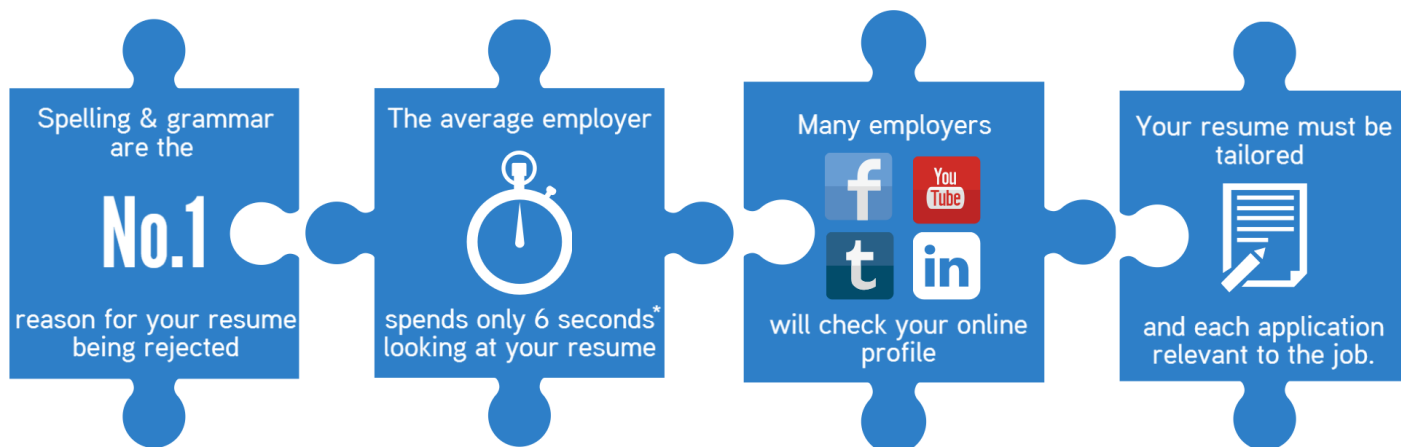
### DO

- Keep your format consistent
- Tailor for each position with your prospective employer in mind
- Place the important information up-front
- Keep resume to 2 pages, unless a length is specified
- Use industry appropriate language
- Use power verbs to strengthen your statements
- Edit and proofread multiple times
- Emphasise transferable skills

### DON'T

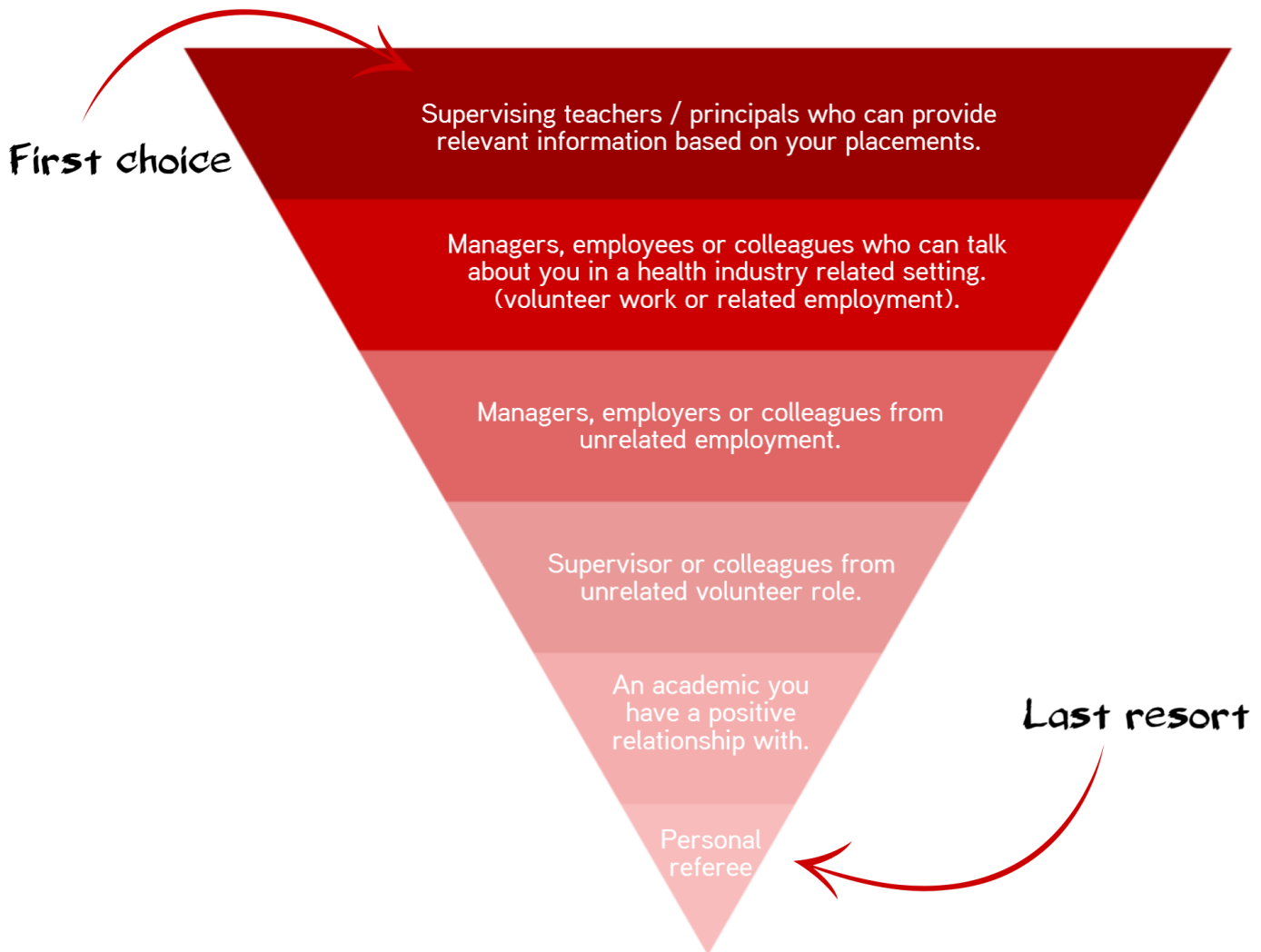
- Include anything that might discriminate against you – i.e. date of birth, marital status, race, gender or disability.
- Lie - employers have ways of checking what you put is true
- Include a photo unless requested

## REMEMBER



# Hierarchy of the best referees

Choose referees who can & will talk about your work skills and character in a positive way.



\*REMEMBER to ask your referees what they will say about you