

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.



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.

Photos are generally not required by schools

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

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

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.

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

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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



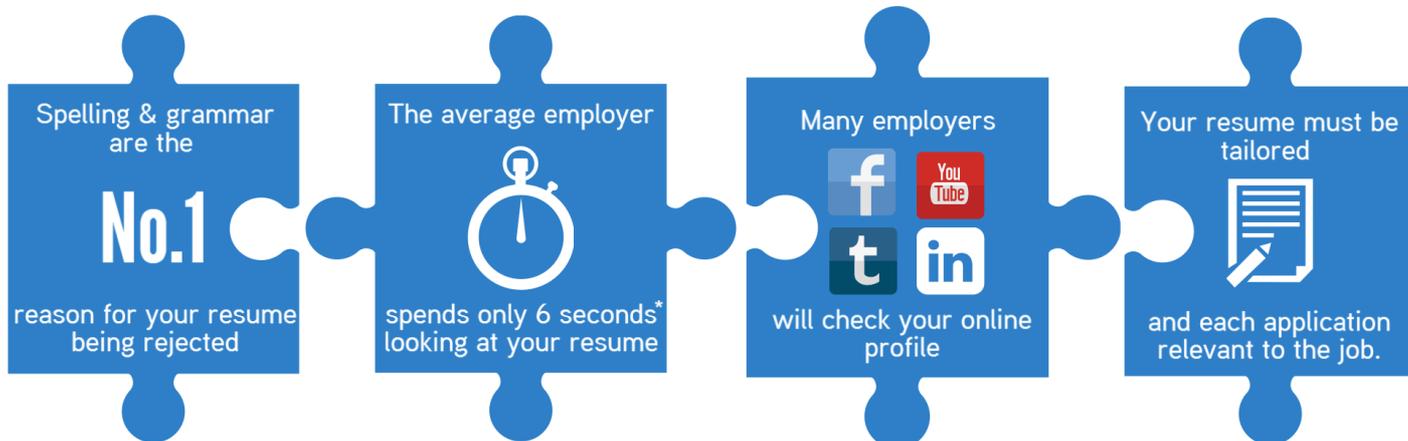
DO

- 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

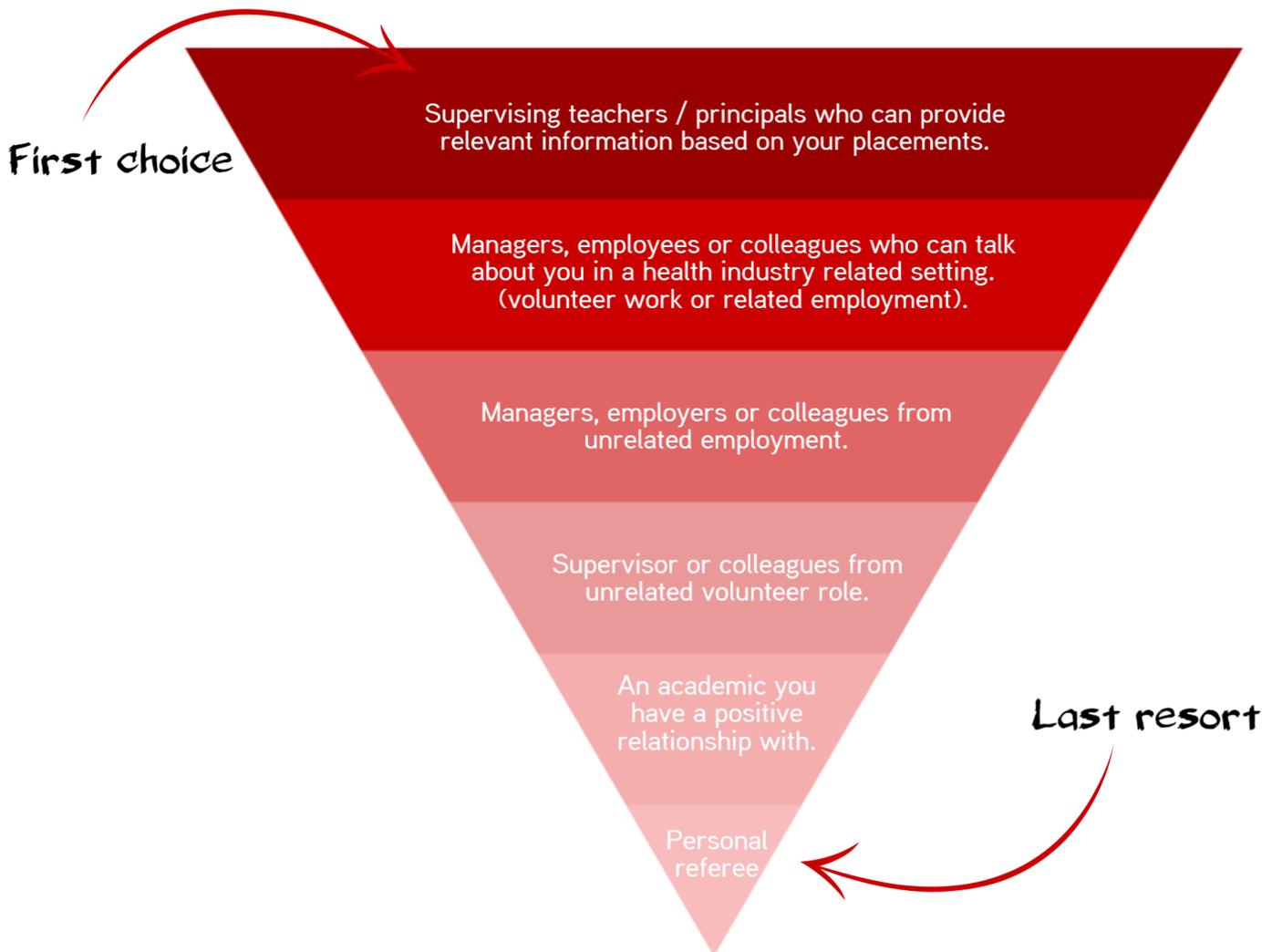
- Include anything that might discriminate against you – i.e. date of birth, marital status, race, gender or disability.
- Lie - employers have ways of checking what you put is true
- Include a photo unless requested

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