NAME (include maiden name, if applicable)

email@email.com | +61 0499 999 999 | Address | DOB etc…

CAREER PROFILE

Provide a snapshot of your area of expertise (subjects you teach), experience (number of years teaching experience), any specific skills and abilities, or unique offering.

EDUCATION (3rd level qualifications only –high school not relevant)

Month/Year – Month/Year*: Name of institution*

Qualification

*Achievements:* (if applicable)

* Insert achievement statement
* Insert achievement statement
* Insert achievement statement

EMPLOYMENT HISTORY (most recent role first)

Month year – present*: Name of organisation*

**Job Title**

*Responsibilities*:

* Brief points about responsibilities
* Brief points about responsibilities
* Brief points about responsibilities

*Achievements*: (if applicable)

* Context, action and measurable, specific result
* Context, action and measurable, specific result
* Context, action and measurable, specific result

Month/Year – Month/Year*: Name of organisation*

**Job Title**

*Responsibilities*:

* Brief points about responsibilities
* Brief points about responsibilities
* Brief points about responsibilities

*Achievements*: (if applicable)

* Context, action and measurable, specific result
* Context, action and measurable, specific result
* Context, action and measurable, specific result

Month/Year – Month/Year*: Name of organisation*

**Job Title**

*Responsibilities*:

* Brief points about responsibilities
* Brief points about responsibilities
* Brief points about responsibilities

*Achievements*: (if applicable)

* Context, action and measurable, specific result
* Context, action and measurable, specific result
* Context, action and measurable, specific result

**Follow this format to cover the last 10 years / Or to cover your teaching related experience ONLY. For positions prior to the last 10 years, list date, organisation and job title only, unless you feel it is extremely relevant to include more detail.**

PROFESSIONAL MEMBERSHIPS

* Name of association
* Name of association

PROFESSIONAL DEVELOPMENT

* Insert name of courses or accreditations
* Insert name of courses or accreditations

INTERESTS, ACHIEVEMENTS etc…

REFEREES (you can also say- References available upon request)

Name:

Job title:

Company:

Email:

Phone: