



TEACHER RECRUITMENT INTERNATIONAL (AUST)

PO BOX A1317, Sydney South, NSW, Australia 1235



CV / RESUME GUIDELINES

- No abbreviations or jargon
 - Be very specific with no open ended or vague statements - factual and concise.
 - Reader must have very clear understanding of age / year levels & subjects taught.
 - Limit to 4 pages. (Leadership positions may require up to 6 pages).
1. NAME
 2. ADDRESS
 3. PHONE NUMBERS (home, mobile / cell, work - optional) (include country & area codes - leave out "0's)
 4. FAX
 5. EMAIL
 6. PLACE and DATE OF BIRTH (DD/MM/YYYY)
 7. NATIONALITY
 8. MARITAL STATUS (include name & occupation of spouse / partner)
 9. NUMBER OF DEPENDENTS (names and Dates of Birth)
 10. ACADEMIC QUALIFICATIONS (include institution, most recent first, subjects/courses covered, dates started & completed)
 11. (i) SECONDARY SUBJECTS QUALIFIED TO TEACH & GRADE LEVELS or
(ii) PRIMARY OR EARLY CHILDHOOD
 12. CURRICULUM EXPERIENCE (type of curriculum you have taught and years of experience)(IB Diploma, IB MYP, IB PYP, IGCSE, AP, British, US, European, Asian, Australian, New Zealand, Canadian, other)
 13. LANGUAGES SPOKEN (indicate fluency)
 14. TEACHING EXPERIENCE (most recent first, list school & its population, subjects taught, age / year levels & your additional responsibilities)(the more recent the position held, the more detail required)(highlight key achievements, not just responsibilities).
 15. PROFESSIONAL DEVELOPMENT COURSES (most recent first, year & title only)
 16. HOBBIES & INTERESTS (where appropriate include level of expertise)
 17. PERSONAL STATEMENT (on your educational philosophy)
 18. REFEREES (three) (include those who have worked with you as your supervisor, contact details with email addresses)