



How to Write a CV

We have recently changed the way you apply for advertised positions, and one of those changes includes making the process simpler and easier. This guide provides information to help you write a Curriculum Vitae (CV).

Hint! Your CV should be clear, concise, effective tool that highlights your skills and experience - and markets you as the best candidate for the job.

Before applying for a vacancy, make sure your CV is up to date.

- Read the advertisement and accompanying information to gain an understanding of the position and location.
- Locate other information about the position, for example researching information about the school on the school website, via Schools Online and reading the Department's website.
- Think about how your skills, knowledge and attitude will fit with the position.
- Make use of the contact person listed in the advertisement if you have any specific questions about the position.

Your CV needs to provide information about the following:

Name and contact details So we know who you are and how to contact you – name, email and postal address and contact telephone numbers.

Summary A statement about yourself, include your key skills, attributes & career goals.

Professional Experience Start from the recent and work backwards. Include the title of your position, where you worked as well as start and finish dates. Include a short list of responsibilities and achievements.

Education Please list completed tertiary degree/s, diplomas and certificates including any current studies. If you are applying for a teaching position, you may wish to include areas of teaching specialisations that you are qualified to teach such as Early Childhood (K-3), Primary (Years 1-7), Kindergarten to Year 7, Middle Schooling (Years 6-10), Secondary (Years 8-12), Education Support, ESL, Music, languages other than English (LOTE) etc.

Professional Associations List any relevant professional associations, including the type of membership and the date you joined.

Additional Training Just like education, include the name of the training, the institution where you did the training and the date you completed it.

Referees You will be asked to provide details of two referees when you apply online. It is optional to include them in your CV.

Hint! Make sure you tailor your CV to the position you are applying for. Include information relevant to that position

Your application should:

- clearly indicate the position you are applying for; and
- provide a clear link between your skills, experience and abilities in relation to those required for the position.

We recommend you read through the advertisement and accompanying information to understand what skills, experience and knowledge are required for the position. You may want to highlight the key attributes that should be addressed (from the entire content of the advertisement), some of which may include:

- leadership skills;
- curriculum writing in relation to the subject area;
- organisational or communication skills;
- cultural issues impacting the position;
- specific experience with GATE, ESL or students with special needs; and/or
- selection criteria requirements, etc.

What we are looking for:

- matches between your experience, skills and attitudes to the position;
- understanding of the employers needs;
- enthusiasm for the position; and
- demonstration of School and Department values.

How long should your CV be?

Whilst there is no stipulation on how long your CV should be, as a guide try to limit your CV to between four and five pages.

What format should your CV be?

When applying online via the JobsWA Jobs Board or DET Jobs Board, your CV should be saved in MS Word, MS Excel, or Adobe PDF format.

Please do not upload Publisher documents, ZIP documents or password protected files, as this may affect the accessibility of your application.

It is also recommended that you prepare your CV in font size 10 (at a minimum) with a margin of at least 1cm (including top, bottom and sides).

Please note that there is a size restriction to each attachment when applying online, which is 2MB per attachment, with a combined total of 8MB for all attachments.

Would you like further information?

A **sample CV** can be found on the following pages. Please note that this is a sample of format only and not mandatory content for your CV.

Good luck with your application!

Note! The following is only one example of the way you can present your CV.

SAMPLE ONLY - CV

PERSONAL DETAILS

Name: [Your name]
Address: [Your full address]
Contact Number: [Your contact number]
Email: [your email]

SUMMARY

[A succinct summary about yourself]

This is an EXAMPLE:

I am an experienced Primary School educator, having recently worked as a Deputy Principal and Principal at a number of schools. I hold a Bachelor of Education, with a specialisation in XXXX and am a registered member of TRB. I have considerable experience in

PROFESSIONAL EXPERIENCE (EMPLOYMENT HISTORY)

Employer: XXXX
Period of employment: Dates - start and finish
Position: XXXX
Reports to: XXXX

Key Responsibilities:

- XXXX
- XXXX
- Etc

Key Achievements:

- XXXX
- Etc

Employer: XXXX
Period of employment: Dates - start and finish
Position: XXXX
Reports to: XXXX

Key Responsibilities:

- XXXX
- XXXX
- Etc

Key Achievements:

- XXXX
- Etc

Employer: XXXX
Period of employment: Dates – start and finish
Position: XXXX
Reports to: XXXX
Key Responsibilities:

- XXXX
- XXXX
- Etc

Key Achievements:

- XXXX
- Etc

EDUCATION

Qualification: XXXX
Specialisation: Information about areas qualified to teach, for example, Early Childhood, Primary, Secondary, LOTE, Education Support, Management, HR, etc
Major/Minor: List of majors and minors, where relevant
Institute: XXXX University, Western Australia
Graduated: Year

PROFESSIONAL ASSOCIATIONS

Association	Membership	Member Since
Teachers Registration Board (TRB)	XXXX	Year
XXXX	XXXX	Year

ADDITIONAL SKILLS AND TRAINING

Skill/Area of Training

- XXXX
- XXXX

Skill/Area of Training

- XXXX
- XXXX

REFEREES

<ul style="list-style-type: none">• [Name]• [Position Title]• [Period of supervision]• [Contact details – Telephone, Email]	<ul style="list-style-type: none">• [Name]• [Position Title]• [Period of supervision]• [Contact details – Telephone, Email]
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