

# SAMPLE ONLY CV

## PERSONAL DETAILS

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

## SUMMARY

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[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)

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**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

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**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  
**Graduated:** Year

## PROFESSIONAL LEARNING

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**Course name:** XXXX  
**Information:**  
**Date**

## PROFESSIONAL ASSOCIATIONS

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<b>Association</b>	<b>Membership</b>	
	<b>Member Since</b>	
Teachers Registration Board (TRB)	XXXX	Year
XXXX	XXXX	Year

## ADDITIONAL SKILLS AND TRAINING

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<b>Skill/Area of Training</b>	XXXX
	XXXX
<b>Skill/Area of Training</b>	XXXX
	XXXX

## REFEREES

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[Name]

[Position Title]

[Period of supervision]

[Contact details – Telephone, Email]  
Email]

[Name]

[Position Title]

[Period of supervision]

[Contact details – Telephone,