



CV

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Tips

CURRICULUM VITAE GUIDE

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INVESTING IN YOUR FUTURE

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CV GUIDE



We have put together some useful hints and tips to maximise your opportunity in grabbing the readers interest, whether that be an agency like Education Matters Group or a School. This is the very first introduction to who you are and no one can write a better CV than you, after all you know yourself best.

The harsh reality is that a potential employer will spend just moments reviewing a CV before deciding to shortlist the candidate or not – rightly or wrongly this is the reality, so it is critical to write a great CV.

Our dedicated consultants are here to support you with this, but to help you on your way please read on...



Speak to us! - We are here to support you, so if you have any questions or would like to run through anything then please call or arrange to meet with your Consultant.

1. THE FORMAT

We recommend keeping your CV to no more than two pages, supplying a 5-page CV will not get read. So, it needs to be to the point with all key information on it:

Name | Contact Details | Subject

Personal Statement

This should be a few sentences at the start of your CV which gives the employer an overview of your experience and why you are the right person for the role.

E.g., I am an experienced Maths Teacher with over 10 years of working in local Secondary Schools, highly motivated with extensive and varied experience. In my current role 85 % of my KS3 and KS4 students have achieved their target grades. Alongside teaching mathematics, I have also taken part in intervention classes to raise the achievement for students who were struggling to achieve expected grades. I have received outstanding in my last 3 observations all with positive feedback about my engagement with students and behaviour management.

I would be a valid team player who will offer strong contribution by focusing on children's development and supporting other staff to meet the school's objectives and raise the student's achievements.



KEY POINTS CHECKLIST

- Name
- Contact details
- Subject
- Personal Statement

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Key Skills/Achievements

- Subjects specialisms
- SEN, EAL, Makaton, BSL etc
- Languages
- Extra Curricular activities
- Awards
- Achievements you are proud of

Employment History

(Most recent first including date to and from /
Employer / Job Title / Responsibilities)
Sept 2011 – present
Hilltop Academy, Kent, UK
Maths Teacher

- Key Stages delivered and subjects
- Briefly describes school, class size, abilities delivered to
- Any position of responsibility or additional extra curricular activities you got involved in
- Key achievements

Qualifications

(Most recent first – including any relevant in-house training)
Year awarded
Subject / qualification
Name of University / location

References

This should cover the last 2 years of your employment and be a minimum of 2 professional referees
Name of referee, job title, School / organisation name, email and contact phone number



KEY POINTS CHECKLIST

- Key skills / achievements
- Employment History
- Qualifications
- References

Keep it to a maximum of 2 pages

2. BE SUCCINCT

Your employment/work experiences should start with your most recent, ensure all the dates add up and don't leave any gaps. Gaps should always be explained in a positive light, talk about any course you were doing or any skills you were developing either personally or professionally. Always be truthful on a CV as any good interviewer will cover this during the recruitment process and being caught lying will not go down well.



3. STATISTICS

Always great to add some figures into your CV, whether that is to highlight pass marks, or growth in a subject achieved, anything that makes your achievements more tangible.



4. APPEARANCE

Keep the CV professional and easy to read, use standard fonts such as Arial (12). Ensure there is not too much bulk writing, leave enough white space around the text as this is easier on the eye to read.

KEY POINTS CHECKLIST

- Be succinct
- Include Statistics
- Appearance - easy to read

For more ideas on how to write a must-read CV, check out the advice on TES website:

<https://www.tes.com/jobs/careers-advice/latest-advice/how-write-a-must-read-cv>

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Education Matters Tips

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It is important that we have enough detail about your professional experience to put you forward for suitable roles. Providing succinct and appropriate history will allow us to match you with that role that you are hoping to secure.

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