

# Introduction

**Valerie Pickering**

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*TEFL-qualified teacher with experience working with children*



The top of your resume should provide the employer with some basics: your name, contact number, email address and your photo. This photo should be professional and show your energy and positivity. You don't need to write resume or CV on your document. You don't need to include an address, your marital status, gender or date of birth. You may wish to include your nationality as a means of explaining your eligibility to work in the country to which you're applying.

Don't use any unprofessional sounding email addresses. Instead of coolgirl@emailaddress.com, change to something more professional – the easiest way to do this is with yourname@emailaddress.com  
yournameteacher@emailaddress.com or yournametefl@emailaddress.com. You might need to set up a new account for this.

In this introductory section, it's a good idea to write a brief overview sentence about yourself that is relevant for the position. For example:

- DELTA-qualified teacher with 4 years' experience teaching abroad.
- Creative TEFL-qualified teacher with a background in one-to-one maths tutoring.
- TEFL-qualified teacher with a degree in Business Management.

## Education and qualifications

- BA Marketing – The University of Liverpool, 2014-2017 (2.1)
- A Levels – Horsforth High School, 2014 - English Language (A), Business (A), Psychology (B)
- GCSEs – 10 subjects including English (A), Maths (B) and Science (B)
- 180-hour Level 5 TEFL course, i-to-i TEFL, January 2019.
  - A 10-module course with specialisation in designing engaging, effective lesson plans. Tests at the end of each module plus three written assignments. Passed three lesson plan assignments on teaching vocabulary, grammar and listening skills. Received personal feedback from a tutor, which stated the lesson plans were 'dynamic and creative'.

In some cases, you might want to alter the structure by swapping education and work experience – depending on which you feel is stronger and most relevant for the job. For example, if you have plenty of teaching experience, it is better to put this section first. If you are new to teaching but have a good TEFL qualification, start your resume with this.

Include the type of qualification and the grade, the institution and the dates you attended. For example:

BSc. Marine Biology, The University of Cape Town, September 2012 – June 2015.

Write in reverse chronological order, working back from the most recent qualification you received.

The more relevant the qualification is to TEFL teaching, the more information you should write. For example, write some detailed information about your TEFL course – this might include an overview of the units or modules, the assessment type, any practical elements.

Include the highest level of qualification you have, be this postgraduate study, a degree, or the qualifications you received when you left school at 18 or 16. When there are lots of qualifications in one go, such as leaving certificates at 16 years old (e.g. GCSEs) summarise where possible to save space.

# Employment

## Freelance Copywriter, 2017-2019

- Delivered copy for numerous corporations on topics from relationships and technology to writing menus.
- Met all deadlines which required good organisational and time-management skills.
- Developed strong relationships with clients through excellent communication, which enabled projects to run smoothly and efficiently.

## After-school club volunteer at Liverpool Primary School, 2014-2017

- Looked after children from 7-11 years old in their after-school club.
- Created dynamic activities to engage the children after school five days a week for 90 minutes.
- Built up rapport with both children and their parents – got to know the children’s interests and likes in order to better cater the club to them.

Write in reverse chronological order. Include your job title, the name of the company and the dates worked there.

If you have lots of teaching experience, say as much as you can about this – for example, the teaching contexts (Exams, General English, Business English), the number of students in your class, the levels of the students and even the coursebooks you used. For example:

### *Teacher of English, The English School, Dublin, September 2015 – July 2016.*

- *Worked in a language school in Dublin. Students were all adults and predominantly from Spain, Brazil and Saudi Arabia.*
- *Taught a range of courses including General English, IELTS, FCE and CAE. Maximum of 8 students per class which allowed me to provide personalised feedback and error correction.*
- *Created dynamic and engaging lessons which helped students attain high marks in their exams.*
- *Used Speakout coursebook and the Ready For... series from Macmillan English.*

Showcase your skills, ensuring you give evidence to back them up – match these skills to keywords within the job advert. You can even put the skills in bold to ensure they stand out. Don’t list the skills that you learnt in the context of this job but write about how these transferable skills will be beneficial for you as a teacher.

## Hobbies and interests

In my free time, I enjoy reading fiction novels and going to the gym. Every week, I train with a netball team – although we only play for fun, not competitively.

I also try to research more about TEFL by reading teaching blogs to help prepare for working in a classroom. At the moment, I am building up a bank of resources which I hope to use in the future.

Where possible, keep your interests relevant to teaching. You might talk about your professional development, such as independent research and reading or attending workshops and conferences. If you use social media as a teacher, such as an EFL-related blog or Twitter account, where you communicate with other people in the community, you could talk about this here too.

Mention your hobbies outside teaching – giving a balanced view of your likes and interests.

## References

References are available upon request.

Unless you have specifically been asked to provide referees, write 'References available on request' – not only does this save space, but it gives you time to get permission from the referees, and to keep them up to date with the job you are applying for.

When it comes to choosing references, choose two. If you are fresh out of studying, choose an academic referee and a work-related one if possible. If this isn't possible, choose someone who can provide a character reference.