



Sarah Paisley

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0456 123 456

Languages?

VIT Registration status?

EDUCATION

Tertiary

The University of Melbourne

Master of Teaching (Secondary/Primary/Early Years)

- Teaching Methods – English & Psychology
- Any special electives or placements?

Other Higher Education Institution

Previous Degree

- Highlights?

Secondary

The High School, VCE

- Any academic or extra-curricular highlights?
- Community engagement or unique experiences?
- Leadership?

TEACHING PLACEMENTS

March – April 2015 (3 days/week)

Braewell Early Childhood Cooperative

- Overview of placement scope ie year levels, subject, study unit
- **Summarise activities using statements beginning with a verb**
- Eg. Planned and implemented a literacy lesson with a focus on persuasive writing using our inquiry topic to convince their parents to let them have a dinosaur as a pet

Date – Date (Days)

Previous practicum details as per above layout...

List in reverse date order

- Include 3 – 4 dot points under each prac
- ...

FURTHER TEACHING/EDUCATION RELATED CONTENT

Dates in...

This could be employment, volunteering, observations...

Eg. After School Hours Care, Homework Programs & Assistant roles,

- Start your statements of activity/involvement with a verb as you did with teaching placements

...reverse date order

Another education related role?

- Add further **information that outlines how you've developed transferable and relevant skills**

PROFESSIONAL DEVELOPMENT

- Dates** Have you joined a subject specific professional association, Union or professional student group?
Science Teachers Association of Victoria, AEU, Early Learning Association
- List any activities, events, conferences, in service opportunities you've been involved in
- Dates** You could include professional development at a school or centre you were at
- Participated in workshop at Lemonthyme Early Learning on ...

EMPLOYMENT

- Date – Date** Where you worked
The position held
- **In all dot points throughout the resume, try to also include an outcome, or quantify your achievements**
 - How do you know you were effective?

EXTRA-CURRICULAR & VOLUNTEER ACTIVITY

- Dates – could extend back to high school to demonstrate involvement in activities that reveal the breadth of your development** Layout similar to sections above
- Think about community engagement, sport, music, interests and any quantifiable involvement throughout your life – assessors are looking for candidates who are well rounded
- Do your examples talk about how you collaborate, lead, initiate, communication, develop relationships, analyse problem?
- These are all sought after skills you may have developed outside of the educational environment that are transferable into it.

REFEREES

- YOU MUST Include Three Professional Referees** Name, relationship to you, their role and school/centre if from your teaching experience
Phone and contact numbers
- You could include non-teaching employment referees but ideally people who have seen you work
- Eg. **Winston Karol** (Primary School Mentor Teacher)
Grade 2 Teacher, Park Lane Primary School
winstoncarol@plps.vic.edu.au
Phone 0432 987 654