



**CV, Interview and  
Trial Lesson  
Advice**

# Writing Your CV

1. Make sure your CV follows a clear structure – a personal profile with specific information about you is a good introduction (keep it to a paragraph).
2. Stick to a very simple, clear and straight forward design. It's a very key discipline to keep it clear and readable, and should discourage you from the excesses of Microsoft Word's layout tools.
3. Choose a clear, straight forward font. Do not use more than two font families in a document.
4. Although there is no problem in using bold fonts, be sparing in the use of italics – some software can be fooled by italics. Avoid underlining for the same reason, and under no circumstances use black - or indeed any other colour - boxes with white text in them. The same goes for shadow, outline and any other of those creative typestyles that Word allows you to use.
5. Follow this with a summary of your qualifications and experience, detailing your duties as well as achievements for each position you have held. Don't forget to include anything you have done over and above the call of duty – this shows you to be a dedicated employee.
6. List qualifications and any jobs in chronological order. Starting with the most recent and working your way backwards.
7. Add a section at the end for your personal hobbies and achievements out of work (show them you are a person as well as potential employee!)
8. Read it back to yourself – is it clear and concise? Is it relatively easy to read? What typeface/size have you used? Should it be amended?
9. Give it to at least 2 friends to read and ask for feedback on structure, grammar etc.
10. SPELL CHECK and make sure you have given the right contact details for yourself.
11. In summary:
  - Use bullet points
  - Keep sentences short
  - Active not passive verbs
  - Stick to facts, not opinion



## At Interview

1. Body language – be relaxed, shoulders down and don't fidget. You want to come across as confident in your abilities.
2. Think about what questions they might ask you relevant to the position. Do a brainstorm and practice your answers (with a friend if necessary).
3. Specific examples – when asked about your experience or how you would deal with certain situations, give short, concise examples of how you have done similar things in the past. Or if you have not done similar things in the past, how you would handle such situations in the future. For teachers this often includes questions on your style of classroom management, dealing with difficult parents and how you manage your time effectively to ensure all your planning and marking is done to the best of your ability.
4. Ask relevant questions. This shows you are interested in how the role fits into the wider department. Ask about the team – what sort of people you would be working with, etc. Try to avoid questions about pay, holiday entitlement etc. in the initial interview. You want to come across as focussed on getting the right job and NOT on it being all about the pay and conditions.

## Trial Lesson

- Take at least two copies of your lesson plan – one for you and a copy for the person observing.
- Make sure you make objectives clear to the class. It can be helpful to write the objectives on the white-board.
- Use a THREE-part lesson plan – have a clear starter, main activity and plenary.
- Ensure you use/demonstrate the following; constructive classroom management strategies; include use of literacy, numeracy and ICT where possible; differentiation – have extension work to hand as well as activities for less able pupils. Assessment – you need to use some form of assessment to see whether the class has learned your core objectives for the lesson.
- If taking a memory stick with your resources on it then make sure you have a back-up plan for if that memory stick doesn't work on the day. You could have OHTs or print-outs ready to use.

**\*\*Most importantly, relax and be yourself\*\***