



Supplementary Unit

A model structure
for a TEFL resumé/CV



International TEFL and TESOL Training®

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A TEFL resumé or CV needs only certain information. The following notes are a guideline to producing a resumé that you can build on as your TEFL career progresses. You should always keep an electronic copy of the CV, so you can forward it by email and make alterations when necessary.

The following headings should be used as a guideline:

Personal Details:

Name
Nationality
D.O.B
Place of birth
Email address
Contact tel no

Objective:

To build on my EFL experience and gain an understanding of the culture of the country in which I plan to work.

(The objective will inevitably evolve as your teaching career progresses. This should also be adapted to the country/city you intend to teach in.)

Education & Training:

ITTT 120-hour TEFL Certificate
Jan - Feb 2018
Pass grade: B
Internationally recognised TEFL certificate course, with a practical emphasis on teaching skills, language awareness, phonology and classroom management.

BA (Hons) Chinese Studies
Sept 1997 - May 2000

You don't really need any more information than this as employers only need to know if you are qualified and have a degree.

If you have any further qualifications, that you think will enhance your chance of getting an interview, you can either add them to the list, or create a section titled 'Additional Qualifications'.

Supplementary Unit



Employment History: Job title
 Dates
 Name of company

Only include a description of your job if it involved some training/teaching/mentoring or you were in some position of authority.

You don't need to go further back than five or six years unless either you have had employment for a long time with the same company, or the positions you had were relevant to teaching or a foreign language, e.g. a teacher, some training aspects to your job or you were an interpreter.

Languages: Be realistic when giving your language level.
 Knowing 'bonjour' is hardly enough to state "basic French"!

A language section should be included because it demonstrates that you have had experience in a foreign language acquisition environment.

It doesn't matter if the language you have learnt is not specific to your destination - include it anyway.

Additional Skills: Full, clean driving licence,
 Computer literate,
 First aid certificate
 etc...

Hobbies and Interests:

You can put anything under 'hobbies and interests' that makes you sound interesting, but anything that may be viewed as unfavourable ('clubbing', 'partying, etc) is best avoided.

If you hold a degree in politics or economics or business and can demonstrate that you can stimulate conversation, debate and discussion, this would be looked upon favourably by potential employers.

References: 1. Any previous employer or manager
 2. Any professional person who knows you well, such as a teacher, doctor, lawyer, etc.

