# **PROFILE:**

To enter your name, address, telephone number and email address above you need to double-click on ‘Your Name’ above with the left mouse button or in the View menu select Header and Footer.

If you would like a **FREE** copy of our email guide: Is your resume letting you down?: How to dramatically improve your resume then please see:

http://www.alec.co.uk/resume\_writing/free\_resume\_tips.htm

For **FREE advice** on what you should include in the Profile, Major Achievements, etc, please see:

http://www.alec.co.uk/how-to-write-a-resume/

http://www.alec.co.uk/how-to-write-a-resume/sample-teacher-resumes.htm

If you don’t want the ‘Page 2 of 2’ at the top of the second page of your resume you can double-click on it to delete it or amend it.

# **MAJOR ACHIEVEMENTS:**

* List 3 to 6 major achievements.

# **EXPERIENCE:**

Year – Year **SCHOOL NAME**

Year – Year **Job Title**

* Responsibilities and achievements.

Year – Year **SCHOOL NAME**

Year – Year **Job Title**

* Responsibilities and achievements.

Year – Year **SCHOOL NAME**

Year – Year **Job Title**

* Responsibilities and achievements.

# **OTHER EXPERIENCE:**

# **TRAINING:**

# **QUALIFICATIONS / EDUCATION:**

# **PERSONAL DETAILS:**