

Example of a traditional CV

JAMES LAWRENCE

Home Address
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County
AB1 2CC

Term Time Address
20 City Road
City
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Email: jimlawrence1@email.co.uk

Teacher Registration No:

Education and Qualifications

2008 – 2011

Special College of Higher Education

BA (QTS) Primary: Key Stage Two

Main Subject: History

Covering all aspects of teaching across the whole primary curriculum and age range, including National Curriculum requirements and cross-curricular themes and issues. Special studies on: Emergent Writing; The Use of ICT in History in the Classroom; and Numbers Can be Fun.

2001 – 2008

Main Park Comprehensive School

2008 – A-level: History (B), Geography (C), English (C)

2007 – 'AS' level: ICT (C)

2006 – GCSE: English Language (B), English Literature (B), History (B), French (B), Double Award Science (BB), Maths (C), Art (C)

School Experience

2010 – 2011

City Infant School, London

Seven day visits and an eight-week practice in a Year 5 class, planning and teaching for the whole period. Attended parents' consultation evening and took a part in arranging the music for the Christmas activities for the whole school. Helped with football coaching on Saturday mornings.

2009 – 2010

Town School, London

Six day visits and a six-week practice in a Year 4 and 5 class. Team teaching with mixed age groups. Project work on the local history of the area, looking at primary sources and how ICT could be utilised.

2009

Primary School, London

One day per week and a four-week practice with a class of Year 3 children. Assisted with sports day preparation and organisation.

I also completed a two-week INSET course in ICT in the third year of my degree course.

Other Work Experience

2009 – 2010	Supermarket, Cheam Part-time cashier. Position involved cash handling, supervising staff (weekends) and key holding.
2008 – 2009	Youth Café Volunteer youth worker one night per week, helping run the café and organise events and activities for young people aged 13+.
Summer 2009	BUNAC (British Universities North America Club) Camp counsellor on a holiday camp in Philadelphia, USA. Organised games activities and outings for children aged 7 - 13.
Summer 2008	Museums Service Enabler. Assisted on the project 'Making History Come Alive' organising and running activities for groups of people of all ages.
2006 – 2008	Supermarket, Bolton Cashier and stock control assistant.

Other Skills and Qualifications

- Grade 5 Trumpet. Ability to play recorder and read music.
- Clean driving licence.
- Bronze Medallion and Bronze Cross Life Saving Awards.
- Working knowledge of various Microsoft Office applications, including Word, Excel, Access and PowerPoint.

Interests and Activities

Sport: Played in college football team and leisure centre five-a-side league.
Secretary of the university swimming club.

Music: I enjoy all types of music, particularly jazz. Member of a brass band.

History: Member of student union history group and secretary of a local history club.

I also enjoy travelling, reading historical and sports biographies and socialising with friends.

Referees

The Dean
Faculty of Education
University of Town
City AB1 2CC
Tel: 01234 567 890
Email: dean@education.co.uk

Ms Smith
Head Teacher
Town Infant School
City BC2 3DD
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