

Create an international CV with TIC Recruitment



International CVs must be written to reflect the needs of international schools which are often different to those in your home country

Remember, your CV is often the first impression a Head / Principal will get of you so it is crucially important. Most employers spend less than 20 seconds looking at a CV so make sure yours is clear, concise and stands out.

Personal Information

- Clearly state your name.
- State your marital status and partners occupation. This is very important for an international school as they will need to think about immigration, employment for your spouse and housing.
- Listing the ages of dependent children under 18 is important - the school will need to know this for immigration, housing and tuition purposes.
- Make sure you list your date of birth. You wouldn't normally do this in your home country but lots of countries have visa restrictions on age so the school will need to know this.
- Make sure you include all contact details.

Education and Qualifications

- List your education and qualifications including the following:

University Name, location
Years attended
Qualification attained
Date awarded

- It is usually not required to list details of any GCSE / A Level subjects / grades unless you are an NQT.
- Make sure you do list the type / subject / age level of teaching certification / qualification and date.
- Make sure you also make reference to your curriculum experience. So the types of curriculum you have taught and the years of experience you have with each curriculum. So IB PYP, MYP, Diploma, IPC, IMYC, UK, USA, Australian, New Zealand or anything else.

Work / Employment History

- List your complete work history from mm/yy, explaining any gaps in employment. Make sure your most recent employment is first.
- List the name of the school along with:

Work / Employment History Continued...

Location

Subjects taught

Levels and ages taught (such as 16-18, IGCSE, A Levels etc.)

- If you have taken on any positions of responsibility, make sure you list them in each post. Also point out any successes and achievements in the posts.
- If you have experience teaching children with learning difficulties or who have English as an additional language, make sure you reference it.
- Define acronyms for subjects/ levels/ curriculums in the first use as sometimes these are not understood outside your home country.
- There is no need to list any part-time work whilst undertaken at school unless it is relevant.

References

- Make sure to list at least two referees on your CV. If you don't want us to contact your referees please indicate this.
- References should always be supervisors (Chair of Board, Headteacher, Principal, Head of Department, Head of Section etc.) and should never be from a teaching colleague.
- Please make sure you list the following with each referee.

Name of referee

Position / job title

School name and location

Professional work email address for referee (please do not provide a personal email address as these cannot be accepted)

Contact number

- You should always list references from your most recent school and the school previous. Anything in addition is also great.
- Remember, references are vitally important to international schools as, often, the Head will not get the chance to meet you before offering you the role. They will, therefore, rely heavily upon references.

Other

- Photograph - International CVs usually have a photograph (face/ shoulders) on the top right-hand corner. This personalises your CV but make sure it is a professional looking photograph.
- Please stick to one or two fonts in your CV. Verdana, Arian and Calibri are good choices. Time New Roman and any script or comic style fonts are not as effective.
- Personal statements should be no more than 1 page and should always be teaching focused.
- Humour is very subjective and is difficult to translate cross-culturally so we recommend avoiding it.
- Good spelling and grammar is fundamental. Always run a spell check.
- Keep your CV to two pages, if possible, or 3 if need be.

Name

- Contact details
- Nationality
- DOB
- Marital Status
- Dependents

Professional
Photo

Personal Profile

- Brief profile explaining your experience to date and highlighting any particular curriculum, age range experience.

Qualifications & Education

- Name of qualification
- Awarding University / Institute and location
- Dates attended

Employment History

- School name, location (most recent first)
- Dates
- Role
- Duties
- Curriculum and year groups

Additional Information

- Any additional information relevant to teaching
- Any courses, awards, training, significant achievements

Interests

- Please state any interests outside of the classroom

References

- Full name
- Job title
- School name
- Professional email address
- Telephone number