



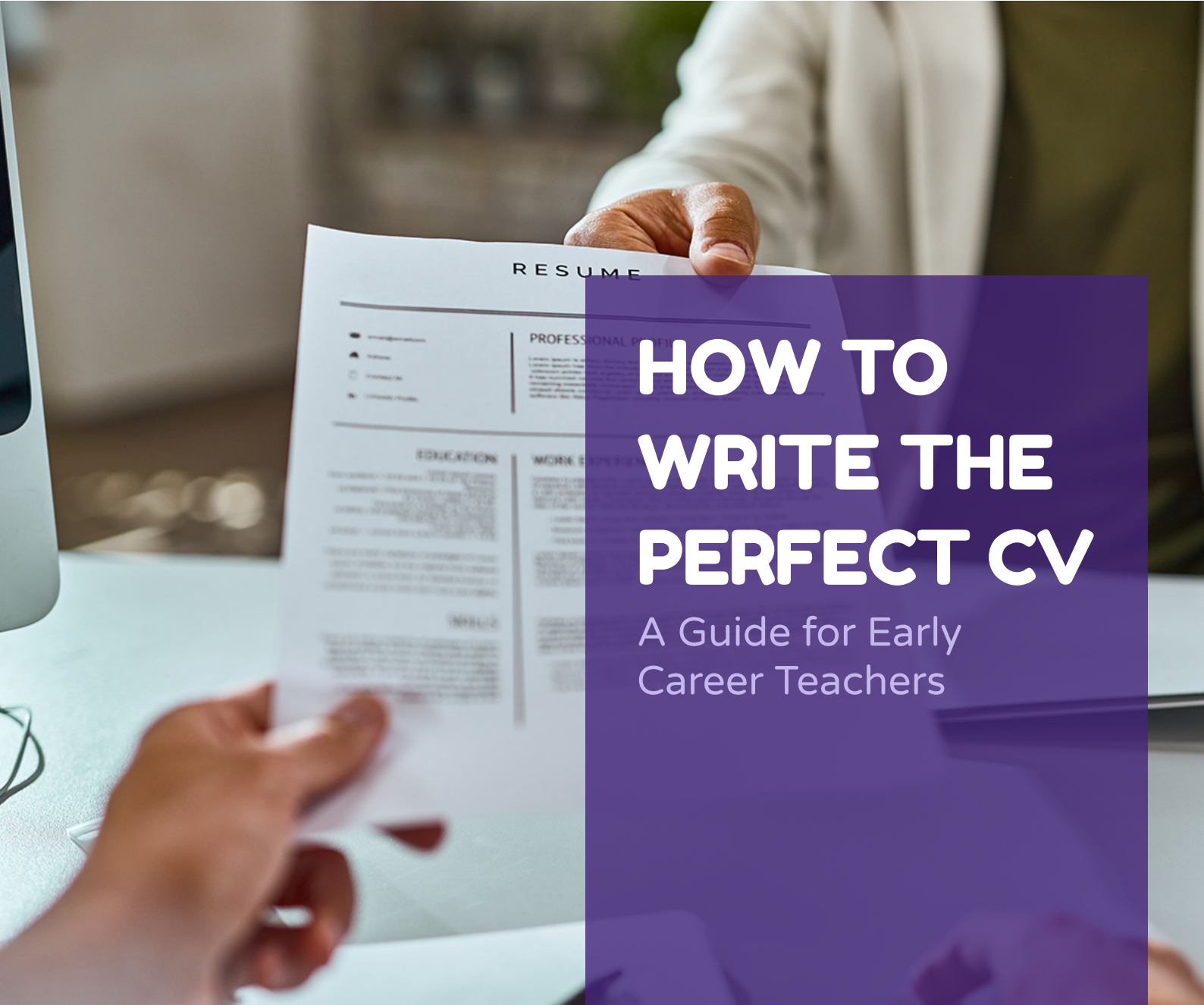
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HOW TO WRITE THE PERFECT CV

A Guide for Early
Career Teachers

ect early
career
teachers

1. TABLE OF CONTENTS

> 1 Contents	2
> 2 Introduction	3
> 3 Polishing Your CV and Online Presence	3
> 4 Demonstrating Your Experience	3
> 5 Crafting Your Cover Letter	3
> 6 Showcasing the Best of You	3
> 7 Re-read Everything!	4
> 8 Final Checks!	4

2. INTRODUCTION

Embarking on your journey as an early career teacher (ECT) is an exciting but challenging venture. To help you land your dream role in the classroom, Affinity Workforce, your trusted education recruitment agency, presents a comprehensive guide on creating an impressive CV and smashing your first teaching interviews.

3. POLISHING YOUR CV AND ONLINE PRESENCE

Affinity Workforce understands the significance of a well-crafted CV. Begin by researching the specific role and school you're applying to. Tailor your CV for each application, showcasing your dedication and attention to detail. Recruiters notice the effort, so avoid generic documents.

Ensure your online presence is professional. Adjust social media settings to present a positive image to potential employers. A clean online profile adds credibility to your application.

4. DEMONSTRATING YOUR EXPERIENCE

Even if you have limited classroom experience, highlight your ECT placement prominently in your application. Provide details about the school, class sizes, pupil ages, and any additional responsibilities. Incorporate this experience into your personal profile and demonstrate transferable skills from previous employment or life experiences.

Keep your CV simple, easy to read, and focused on key information. Recruiters appreciate clarity, so make it easy for them to find relevant details.

5. CRAFTING YOUR COVER LETTER

Your cover letter is your first impression, so make it count. Keep it simple, with a one-page structure, including contact details at the top and space for your signature at the bottom. Address it to a specific individual or use 'Dear Sir/Madam' if information is unavailable.

Tailor your cover letter to the school's needs by carefully reading the job description. Highlight two or three key asks and relate them to your experiences, showcasing your subject knowledge, understanding of behavioural policies, and personal skills. Avoid repetition from your CV and provide a brief introduction.

6. SHOWCASING THE BEST OF YOU

Make sure your cover letter reflects the specific needs of the school. Align your experiences with the main requirements of the role, emphasizing actions and positive results. Share situations you've been involved in that demonstrate your suitability for the position.

Provide a brief introduction to yourself, covering educational background, previous experience, and addressing any potential career gaps. Ensure your cover letter paints a compelling picture of you as a candidate.

7. RE-READ EVERYTHING!

Before submitting your application, thoroughly review your cover letter and CV for spelling and grammatical errors. Seek input from friends or family to catch any mistakes or suggest structural changes. A polished application increases your chances of success.

8. FINAL CHECKS!

Check your contact details, add any additional employment history, and compile a list of references. Regularly update your CV to showcase your evolving skills and experiences. Affinity Workforce emphasises the importance of presenting a professional and clear document.

As you embark on your teaching career, let Affinity Workforce guide you through the crucial steps of crafting an outstanding CV. We believe in your potential and are here to support you in securing that dream ECT role. Good luck on your journey!