

Message from the Cincinnati Teacher Center re: Your Curriculum Vitae

The reason we are asking you to provide this CV is because NYSED has requested that CTLE sponsors keep a CV on file for all instructors who are providing the Continuing Teacher and Leader Education.

Sponsors like NYS Teacher Centers and colleges must sign an attestation that the professional development programs that we offer are of the highest quality.

Pursuant to Section 80-6 of the Regulations of the Commissioner of Education, the Continuing Teacher and Leader Education (CTLE) to be provided will be presented by **faculty or individuals that have been trained and who have demonstrated their competence to offer the coursework or training which, at a minimum;**

- a) will expand educators' content knowledge and the knowledge and skills necessary to provide developmentally appropriate instructional strategies and assesses student progress;
- b) is research-based and provides educators with opportunities to analyze, apply, and engage in research;
- c) is designed to ensure that educators
 - (1) have the knowledge, skill, and opportunity to collaborate to improve instruction and student achievement in a respectful and trusting environment;
 - (2) have the knowledge and skill to meet the diverse needs of all students;
 - (3) have the knowledge and skill to create safe, secure, supportive, and equitable learning environments for all students;
 - (4) have the knowledge, skills, and opportunity to engage and collaborate with parents, families and other community members as active partners in children's education;
- (d) uses disaggregated student data and other evidence of student learning to determine professional development learning needs and priorities, to monitor student progress, and to help sustain continuous professional growth;
- (e) promotes technological literacy and facilitates the effective use of all appropriate technology; and
- (f) evaluates effectiveness in improving professional practice and student learning using multiple sources of information.

The CV that you send to BCTC should clearly indicate that you are qualified to provide the kind of instruction outlined above.

Thank you for your cooperation.

Please email your CV to ltankalavage@cc.cnyric.org before the start of your next course.

Lori Tankalavage, Director

Please see next pages to view a sample CV and 10 tips for writing a good one. I hope this helps!

Linda R. Bloomberg

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[See CareerOne's advice articles, videos and resume building tool here](#)

CERTIFIED PRIMARY SCHOOL TEACHER (Grades K-6)

Dedicated elementary teacher eager to resume full-time teaching career (currently a substitute for the Sometown PSD). Offer a proven track record of commended performance teaching grades K-6, with a passion for education and an unwavering commitment to optimizing student and school success.

Core Competencies

- *Creative Lesson Planning*
 - *Curriculum Development*
 - *Instructional Best Practices*
 - *Classroom Management & Discipline*
 - *Standardized Testing / Scoring*
 - *Learner Assessment*
 - *Experiential Learning*
 - *Special Needs Students / IEPs*
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Experience

SOMETOWN PUBLIC SCHOOL DISTRICT, Sometown

Substitute Teacher (K-12), 1/09 to Present

Primary Teacher (K-6), 8/04 to 6/07

Student Teacher (Intern), 1/04 to 5/04

Hired as a full-time teacher following student teaching practicum, instructing all academic subject areas to classrooms of up to 28 students. Left Sometown PSD (on excellent terms) at the end of the 2007 academic year to provide full-time care to cancer-stricken parent, and enthusiastically rehired as a substitute teacher for the current spring term.

Key Contributions:

- Earned high marks for the quality and creativity of classroom teaching, lesson plans and instructional materials used in teaching diverse subjects (e.g., language arts, mathematics, science, social studies and history).
- Developed innovative approaches that were repeatedly held up as the model standard for meeting district goals in areas including technology integration across the curriculum, experiential learning, literacy and diversity.
- Taught general education students as well as individuals with learning challenges and special needs within a mainstreamed, inclusive classroom.
- Consistently commended for ability to redirect students exhibiting behavior problems by replacing disruptive, unproductive patterns with positive behaviors. As a result, selected to lead district-wide in-service on classroom management.
- Actively served on a variety of school committees and task forces focused on curriculum development, textbook review, fundraising and anti-bullying efforts.
- Established positive relationships with students, parents, fellow teachers and school administrators/staff.
- Quickly became a "first-to-call" resource in current substitute teaching role, typically working four days per week. Personally requested by many full-time teachers to take over their classrooms during absences.

Primary Caregiver, 6/07 to 12/08

Stepped away from the classroom to serve as a primary caregiver to parent diagnosed with stage IV cancer. Provided daily care, assisted with financial affairs and coordinated treatment with medical professionals and hospice team.

Education & Credentials

EXAMPLE UNIVERSITY

BA in Education, 2004. DipEd

10 tips on writing a successful CV

Katy Cowan gives her top tips on creating a memorable and readable CV – anything missed? Add to the comments below

Top tips on writing a successful CV: get the basics right and stick to no more than two pages of A4.
Photograph: Max Oppenheim/Getty Images

When it comes to applying for a new job, your CV could be just the ticket to get you that initial foot in the door and secure an interview – but how do you ensure your CV is added to the interview pile rather than thrown straight in the bin?

Putting together a successful CV is easy once you know how. It's a case of taking all your skills and experience and tailoring them to the job you're applying for. But what if you don't meet the right criteria? Well, I've put together the following tips to help you get started in creating a successful CV and securing your first (or next) arts job.

Get the basics right

There is no right or wrong way to write a CV but there are some common sections you should cover. These include: personal and contact information; education and qualifications; work history and/or experience; relevant skills to the job in question; own interests, achievements or hobbies; and some references.

Presentation is key

A successful CV is always carefully and clearly presented, and printed on clean, crisp white paper. The layout should always be clean and well-structured and CVs should never be crumpled or folded, so use an A4 envelope to post your applications.

Always remember the CV hotspot – the upper middle area of the first page is where the recruiter's eye will naturally fall, so make sure you include your most important information there.

Stick to no more than two pages of A4

A good CV is clear, concise and makes every point necessary without waffling. You don't need pages and pages of paper – you just keep things short and sweet. A CV is a reassurance to a potential employer, it's a chance to tick the right boxes. And if everything is satisfied, there's a better chance of a job interview. Also, employers receive dozens of CVs all the time so it's unlikely they'll read each one cover to cover. Most will make a judgment about a CV within sections, so stick to a maximum of two pages of A4 paper.

Understand the job description

The clues are in the job application, so read the details from start to finish. Take notes and create bullet points, highlighting everything you can satisfy and all the bits you can't. With the areas where you're lacking, fill in the blanks by adapting the skills you do have. For example, if the job in question requires someone with sales experience, there's nothing stopping you from using any retail work you've undertaken – even if it was

something to help pay the bills through university. It will demonstrate the skills you do have and show how they're transferable.

Tailor the CV to the role

When you've established what the job entails and how you can match each requirement, create a CV specifically for that role. Remember, there is no such thing as a generic CV. Every CV you send to a potential employer should be tailored to that role so don't be lazy and hope that a general CV will work because it won't.

Create a unique CV for every job you apply for. You don't have to re-write the whole thing, just adapt the details so they're relevant.

Making the most of skills

Under the skills section of your CV don't forget to mention key skills that can help you to stand out from the crowd. These could include: communication skills; computer skills; team working; problem solving or even speaking a foreign language. Skills can come out of the most unlikely places, so really think about what you've done to grow your own skills, even if you take examples from being in a local sports team or joining a voluntary group – it's all relevant.

Making the most of interests

Under interests, highlight the things that show off skills you've gained and employers look for. Describe any examples of positions of responsibility, working in a team or anything that shows you can use your own initiative. For example, if you ran your university's newspaper or if you started a weekend league football team that became a success.

Include anything that shows how diverse, interested and skilled you are. Don't include passive interests like watching TV, solitary hobbies that can be perceived as you lacking in people skills. Make yourself sound really interesting.

Making the most of experience

Use assertive and positive language under the work history and experience sections, such as "developed", "organized" or "achieved". Try to relate the skills you have learned to the job role you're applying for. For example: "The work experience involved working in a team," or "This position involved planning, organization and leadership as I was responsible for a team of people".

Really get to grips with the valuable skills and experience you have gained from past work positions, even if it was just working in a restaurant – every little helps.

Including references

References should be from someone who has employed you in the past and can vouch for your skills and experience. If you've never worked before you're OK to use a teacher or tutor as a referee. Try to include two if you can.

Keep your CV updated

It's crucial to review your CV on a regular basis and add any new skills or experience that's missing. For example, if you've just done some volunteering or worked on a new project, make sure they're on there –

potential employers are always impressed with candidates who go the extra mile to boost their own skills and experience.

This content was originally published by [Creative Boom](#)