



TIPS FOR YOUR CURRICULUM VITAE

The following general points are worth considering when submitting your application for a position:

- Ensure your application is tailored to the requirements of the specific position
- Use a standard font type and font size
- Check grammar, punctuation and use the spell check
- A plain unadorned format is preferable
- Your resume will be photocopied, therefore it is preferable not to bind your application
- It is best to be concise while still ensuring that all relevant information is included

Please remember that we review all applications carefully so that we can determine who we will invite to an interview. A well-written application that best reflects your skills and abilities, and gives the reader a sense of who you are as a person, will be favourably considered.

YOUR LETTER OF APPLICATION

Applications may vary depending on the position for which you are applying; however, we do look for the following when considering applications;

A covering letter of between one and two pages

A resume that includes:

- Education background information including academic transcripts (where applicable)
- Relevant work history including achievements that go beyond the day to day duties of the position
- Membership of professional organisations
- Interests including voluntary and/or charity work
- Other unique skills or experiences
- Recent professional development courses you have undertaken
- Prizes, scholarships or awards
- Name and contact number of appropriate professional referees
- A statement of educational philosophy (for teaching positions)