

Resume essentials

A practical snapshot of your experience, strengths and potential

1. Make it role-specific

Write a short career objective that names the type of position you want, your teaching focus, your values and your aspirations. Avoid a generic objective.

2. Put your best evidence first

Use reverse chronological order. Put the most relevant information on the front page and keep the layout easy to scan.

3. Treat placement as experience

List every placement or practicum with dates, school, year level and key responsibilities. For graduates, practicum is teaching experience.

4. Show what you did

Use action verbs and be specific about responsibilities and impact. Explain how your work supported students, children, colleagues or the community.

A strong bullet point formula

Action verb + what you did + who or what it supported + the outcome

Planned small-group reading activities for Year 3 students, adapting phonics tasks to support different learning needs.

Resume sections to consider

Core sections

Name and contact details
Tailored career objective
Employment history
Placement experience
Qualifications

Evidence of your wider contribution

Relevant other employment
Professional development
Languages and awards
2 to 3 referees with permission

Quick formatting check

- ✓ Plain white page
- ✓ Clear headings
- ✓ 10 to 12pt readable font
- ✓ Generous white space
- ✓ Consistent tense
- ✓ Third-party proofread

Keep personal details professional. A photo, date of birth and citizenship status are optional and should be considered carefully.

BEFORE YOU SUBMIT

Make it count

Research the school, tailor the evidence and check every detail

5. Research the setting

Read the school or centre website, annual report and newsletters. Note its type, community, priorities, literacy and numeracy targets, and current programmes.

6. Include transferable skills

Other work can show communication, leadership, organisation, reliability or experience working with young people. Explain the connection.

7. Choose referees carefully

Select two or three people who can speak directly about your work with students or children. Ask permission before listing them.

8. Add evidence of initiative

Professional development, workshops, languages and awards can demonstrate commitment, contribution and lifelong learning.

Before you upload

Check the advertisement, match the language of the role, proofread the whole document and save a clean PDF with a professional file name such as `FirstName_LastName_Resume.pdf`.

Where to look for roles

Sector portals	Professional networks	General boards
Switch Education	LinkedIn	SEEK
CESA	University websites	Indeed
Department for Education SA	Facebook groups	CareerOne
AISSA	Teachers on Net	The Advertiser

Remember

A resume is a professional snapshot, not a complete life history. Select the evidence that helps the panel see how you could contribute to this role and this setting.

Based on Crafting Your Path to Success session notes, presented by Switch Education.