

## Example of a traditional CV

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### James Lawrence

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Town  
County, AB1 2CC  
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Teacher Registration No:

#### Education and Qualifications

- 2014 - 2015    **PGCE Primary 5-11**                      **Special College of Higher Education**  
Developing the skills to become a confident, competent classroom practitioner who can enable children to learn effectively across the whole curriculum with a good understanding of the demands of the National Curriculum, the Curriculum for the Foundation Stage and other Government initiatives.  
Special study: Numbers Can be Fun.
- 2011 – 2014    **BA (Hons) 2.1 History**                      **University of England**  
Covering medieval, early modern, and modern history, researching and writing about history, addressing the issues of how we know what happened, and why historians differ in the way they interpret the information available to them.
- 2004 - 2011    **Main Park Comprehensive School**  
A-level: History (B), Geography (C), English (C)  
AS level: ICT (C)  
GCSE: English Language (B), English Literature (B), History (B), French (B), Double Award Science (BB), Maths (C), Art (C)

#### School Experience

- 2014 - 2015    **City Infant School, London** a small school graded as outstanding by OFSTED, 8 week placement in a Year 5 class.
- Teaching 50% of the timetable, taking full charge of the class.
  - Teaching Literacy, Numeracy and Science every week.
  - Individually planning and teaching topic work and foundation subjects.
  - Carrying out formative and summative assessment.
  - Attending staff meetings and parents evenings.
  - Leading a group of 5 children on a school trip to Leeds Castle.
  - Helped with football coaching on Saturday mornings.
- 2014            **Town School, London** a large primary school in a deprived area with a high number of EAL pupils, 6 week practice in a Year 4 and 5 class
- Team teaching with mixed age groups.
  - Project work on the local history of the area, looking at primary sources and how ICT could be utilised to enhance learning.

2012 - 2014 **Primary School, London**

- One day per week voluntary classroom assistant with Year 3 children.
- Assisted with sports day preparation and organisation.

**Other Work Experience**

2011 - 2012 **Supermarket, Cheam**, Part-time cashier.

Position involved cash handling, supervising staff (weekends) and key holding.

2009 - 2011 **Youth Café**

Volunteer youth worker one night per week, helping run the café and organise events and activities for young people aged 13+.

Summer 2012 **BUNAC (British Universities North America Club)**

Camp counselor on a holiday camp in Philadelphia, USA.

Organised games activities and outings for children aged 7 - 13.

Summer 2011 **Museums Service**

Enabler. Assisted on the project 'Making History Come Alive' organising and running activities for groups of people of all ages.

2008 - 2010 **Supermarket, Bolton**

Cashier and stock control assistant.

**Additional Skills and Qualifications**

- Grade 5 Trumpet. Ability to play recorder and read music.
- Clean driving licence.
- Bronze Medallion and Bronze Cross Life Saving Awards.
- Working knowledge of various Microsoft Office applications, including MS Word, Excel, Access and PowerPoint.

**Interests and Activities**

Sport: Played in college football team and leisure centre five-a-side league.

Secretary of the university swimming club.

Music: I enjoy all types of music, particularly jazz. Member of a brass band.

History: Member of student union history group and secretary of a local history club.

I also enjoy travelling, reading historical and sports biographies and socialising with friends.

**Referees**

The Dean

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Ms Smith

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