

CV Clinic

WomenEd Taiwan

Online CV Workshop

with



Jess Gosling
WomenEd Taiwan



Lydia Ann Smith
INTA Education



FEBRUARY 19, 2022

9 am-10.30 am GMT
5 pm - 6:30 pm Taiwan

Jess Gosling and Lydia Ann Smith

jessgoslingearlyyearsteacher@gmail.com

lydia@inta-education.com

Background



Jess Gosling - #WomenEd Lead, Taiwan

- International teacher: creator *New to International Schools Teachers* and admin *International schools teachers*. Facebook groups
- Authored *Becoming a Successful International Teacher*.
- Researcher: for the book, autoethnography, and action research.
- This year - back to job searching!



Lydia Ann Smith - Recruiter, INTA Education, UK

- Fluent Mandarin speaker with extensive experience and knowledge of international and bilingual schools across the globe
- Lived and worked in China (Beijing, Guangzhou and Shanghai) for 10 years focusing on the education sector
- Passionate about 'personalised recruitment' and providing an environment to champion honesty, integrity and trust



✂ WOMENEd @ WomenEd : Connecting Existing & Aspiring Women Leaders





Objectives

- To understand how important layout is for a CV
- To be aware of basic required headings
- To know what content to prioritise
- To support your ability develop of your own CV



How do I get noticed?

- ❖ Stand out
 - ❖ Not overcrowded
 - ❖ Concise with key information in the right places
 - ❖ Photo/no photo?
-

CV Basics - Overview

- ❖ Clear, readable font 12p.
- ❖ Format and sections
- ❖ Summary
- ❖ Personal information
 - Full name
 - Email
 - Address (city/country)
 - Phone/Skype/Zoom
- ❖ Education and Work History
- ❖ Courses and Voluntary Work



ABOUT ME

Motivated with 8 years of Area of expertise. Recognized for assessing operational needs and developing solutions to save costs, improve revenues, and drive customer satisfaction. Resourceful and well-organized with excellent leadership and team building record. Customer-oriented [Job title] with strong history of leading high-performance teams to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver

WEBSITE & SOCIAL LINKS

Facebook:
facebook.com/robinson

Behance:
behance.net/robinson

Twitter:
twitter.com/robinson

MICHELLE ROBINSON
GRAPHIC DESIGNER

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🌐 info@urmailaddress.com

WORK EXPERIENCE

GLOWPIXEL LTD
Orlando
2015 - 2016

- **Senior Graphic Designer**
Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

LOREM IPSUM
New York
2014 - 2015

- **Graphic Designer**
Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

PIXELATE AGENCY
New Jersey
2013 - 2014

- **Graphic & Web Designer**
Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

EDUCATION

UNIVERSITY OF UK
Toronto
2010 - 2012

- **Master in Web Develop**
Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

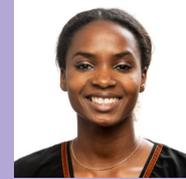
COLLEGE OF ART
New Ark

- **Bachelor in Graphic Design**
Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

Headings and basic information



- ❖ Photo
- ❖ Spacing for readability
- ❖ How many?
- ❖ Reverse-chronological: month and year from and to
- ❖ Referees - include?
- ❖ 2 pages



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Content



- ❖ Use the language of the school: grade/year
- ❖ Match CV to school vision as well as job spec: ATS
- ❖ Match interests and clubs
- ❖ Any gaps - explain
- ❖ Job related skills and action verbs: such as pioneered (show how successful you are)

- Created and continue to develop an action research project which was widely shared, to support language development communication skills for EAL children.
- Pioneered 'outdoor learning' in Reception.
- Lead training and CPD for teachers and support assistants on early childhood pedagogy.

MATERNITY LEAVE

Vietnam | August 2013 - August 2018

- Set up parent groups for both babies and toddlers.
- Supply teacher and holiday camp organiser for KidsClub Kindergarten, Ho Chi Minh.
- Created my own business for parents/careers and young children, in which I taught part-time.



Vivienne Porritt's #WomenEd

'Write a job application that gets results'

Use Positive Language:

Lead/led

Initiated

Coordinated

Achieved

Analysed

Developed

Improved

Empowered

Focused

Championed

Created

Challenged

Instrumental

https://www.youtube.com/watch?v=H6iE_Ay6fao

Content (2)



- ❖ Do not repeat the same comments from school to school
- ❖ Do not state the obvious: taught, planned...unless including special aspects such as SEN, EAL
- ❖ Highlight the extras
- ❖ School Size (leadership)
- ❖ Young school?

OTHER ROLES, INCLUDING VOLUNTARY

Early Years Consultant, *Across Cultures*

Writer, *Times Educational Supplement*

Leader, *WomenEd Taiwan*

Creator, *New to International School Teachers*

Facebook page and group

Author, *How to Become a Successful International Teacher*, July 2021



How to send a CV?

Use PDF (if not instructed otherwise) to maintain the design and format.

Print the PDF and check this thoroughly with SEVERAL critical friends - open in different operating systems.



What do employers say?

Val Awad, Cairo English School
Head of Key Stage 1

“From an employer’s point of view, friendly, happy people who put factuals on their CV are what I look for; whereas glowing it up with lots of superlatives or copying text from the government website makes me worried.”

What do employers say?

Natasha Hilton
Headteacher, Qatar

“...make sure you adapt your CV to the job. Candidates often write a personal letter specific to jobs but don’t adapt their CV.”

“Make sure with leadership, you highlight roles that show this. Don’t just talk about teaching. Match the job role you are applying for.”

What do employers say?

Gillian Smith, Assistant Head,
Taiwan



“ Give a brief overview of the school: size, curriculum and accreditation. Bold not gimmicky, include white space and no photo or date of birth. What I value most is the personality coming through in what they write - give it to someone to check it ‘sounds like you’. Share your values and philosophy.”



What do employers say?

Julia Knight
Headmistress of Etonhouse,
Bahrain

“...keep it honest and real, the worst thing is to have overplayed something and when quizzed the candidate falls down. Know your CV inside and out. It’s awkward when someone doesn’t know what they have written.”



What do employers say?

Julia Knight
Headmistress of Etonhouse,
Bahrain

“Key Impact - what makes the candidate stand out? I love to see CVs that tell me what impact an initiative made. Powerful verbs such as ‘Led a team of..’ ‘Solely responsible..’ statements which stand out and are unapologetic about their ability.”



What do employers say?

Clare Doyle
Assistant Principal, Singapore

“...Layout is really important: simple but organised as I don’t want to search for information...details about each role, 3-4 bullet points max. I never read things like hobbies or recent CPD. Write up referees. For me, the key things are qualifications and experience (in the bullet points, did they create/change something?)”

What do employers say?

Gillian Smith, Assistant Head,
Taiwan



“...make it relevant and recent to the position and your experience (update everything!) Letter and CV should hit all the points on the job ad - the interview give examples and expand. Include what stands you apart not the same description for each position.”



CV Clinic - with Lydia Ann Smith

How does it work?

Very personal to yourself

Must be aware goes via HR first so education first with qualifications

Check all referees are still at the school/emails correct

Clinic

Questions?



Lydia/Jess

Philip Wharton, Headteacher:
Independent Bonn International
School

Gillian Smith, Assistant Head,
Taipei