

# Tips on what to include in your CV as a potential teacher trainee

When applying for a teacher trainee role, you need to strike a balance between professionalism, passion for teaching, and potential.

Since you're applying as a *trainee*, your CV doesn't need to show years of classroom experience, but it should demonstrate your aptitude, commitment to education, and transferable skills.

## 1. Keep It concise

- 1-2 pages maximum.
- Use clear headings, bullet points, and professional formatting.
- Avoid making your CV too industry/academic focused

## 2. Contact Information

At the top, include your:

- Full name
- Phone number
- Email address (professional)
- Portfolio (if applicable, especially for DVC/ Visual Arts trainees)

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## 3. Personal Statement / Professional Profile

Tailor this to the trainee teacher role. Focus on your passion for education, your readiness to learn, and any relevant experience. If you're changing careers, talk about what drove you to teaching/education.

Example: Enthusiastic and committed aspiring teacher with a strong interest in inclusive, student-centered learning. Eager to gain practical experience through a school-based training program while engaging in pedagogical development at The Teachers' Institute. Brings strong communication skills, a collaborative mindset, and a dedication to helping every child succeed.

## 4. Education & Qualifications

List most recent first. Include relevant degrees and any qualifications that relate to teaching and the specific subject areas/topics you're looking at teaching.

Example:

BA (Hons) English Literature  
University of xxx — 2020–2023

- Graduated with first class honors
- Modules in child literacy, education policy, and communication
- NCEA (subjects/credits) - English, Psychology, History

## 5. Relevant coaching/ work experience

Include any roles involving young people, education, or transferable skills like communication and organisation. Even if it's not formal teaching, it's useful. E.g.:

Teaching Assistant  
xxx Primary School — Feb 2024–Apr 2024

- Supported Year 4 students in small group literacy activities
- Observed and assisted in classroom behaviour management strategies

Youth Club Leader  
xxxxx — Summer 2023

- Planned and delivered weekly sessions for 11–14-year-olds
- Promoted teamwork, communication, and wellbeing

## 6. Additional work experience (Optional if relevant)

You can include part-time or even volunteer work if it helps showcase your professionalism and any transferable skills.

Customer Service Assistant  
Waterstones — 2022–2023

- Developed excellent interpersonal skills
- Organised author events with local schools

## 7. Skills

Use bullet points. Focus on skills relevant to teaching, e.g.:

- Strong written and verbal communication
- Patience and adaptability
- Behaviour management (developing)
- Lesson planning (introductory experience)
- Working with children with diverse needs
- Time management and organisation
- IT literacy (Google Classroom, Microsoft Teams)

## 8. Training & Certifications (if any)

Include safeguarding, first aid,

Example:

- Enhanced DBS Check (Issued July 2024)
- Introduction to Safeguarding – NSPCC, 2024

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## 9. References

References available on request

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## Key Tips

- Show awareness of what makes a good teacher: empathy, communication, planning, adaptability.
- Emphasise why you want to train through this specific programme (mention The Teachers' Institute if submitting a cover letter).
- Use active, confident language: "supported," "collaborated," "organised," "assisted," "developed."