



**IMPORTANT POINTS:**

1. Photo is on clear **white** background.
2. Full name is written as per passport.

**Mr Joe Bloggs**

|                                   |                    |
|-----------------------------------|--------------------|
| <b>Total Years ESL Exp:</b>       | 7 years            |
| <b>Date of Birth:</b>             | 01/03/1980         |
| <b>Nationality:</b>               | UK                 |
| <b>Marital Status:</b>            | Single no children |
| <b>Dependants Coming with you</b> | N/A                |
| <b>Pets Coming with you</b>       | N/A                |
| <b>Current Location:</b>          | Dubai, UAE         |
| <b>Date Available:</b>            | 01/08/2023         |

|                       |                      |
|-----------------------|----------------------|
| <b>Email Address:</b> | Joebloggs@bloggs.com |
| <b>Telephone No.</b>  | +(971) 123 456 789   |

## Personal Profile

A versatile and experienced ESL teacher with 7 years' experience teaching non-native students aged from 3 – 18 years of age. Adaptable and hardworking and have also managed a team of ESL Teachers.

## Education and Qualifications

**IMPORTANT POINTS:**

1. Qualifications are **MOST RECENT TO THE TOP.**
2. University name and Country is listed.
3. List **FULL** qualification title
4. Dates are in the format of MM/YYYY

|                          |                          |
|--------------------------|--------------------------|
| <b>TEFL Academy – UK</b> | <b>09/2015 – 11/2015</b> |
| TEFL (120 Hours)         | Full Time – In Person    |

|                                  |                          |
|----------------------------------|--------------------------|
| <b>University of London – UK</b> | <b>08/2012 – 08/2015</b> |
| BA in English                    | Full Time – In Person    |



## Employment History

### IMPORTANT POINTS:

1. Work Experience is **MOST RECENT TO THE TOP.**
2. Employer name and Country is listed.
3. Your EXACT Job Title stated.
4. Dates are in the format of MM/YYYY
5. List roles and responsibilities that will highlight your **experience** and **strengths.**

|   |                  |                          |
|---|------------------|--------------------------|
| <b>Advance ESL Language Centre – UAE (5 Yrs Experience)</b>   |                  | <b>09/2018 - Present</b> |
| <b>Job Title</b>  | ESL Team Manager | Full Time – In Person    |
| <b>Role and Responsibilities</b>  |                  |                          |
| <ul style="list-style-type: none"> <li>• Teaching ESL to students aged 3 – 18 years of age.</li> <li>• Managing a team of 5 ESL Teachers</li> <li>• Observing ESL Teachers</li> <li>• Delivering model lessons</li> <li>• Creating resources for lessons</li> <li>• Reviewing and update the curriculum and scheme of work</li> </ul> |                  |                          |
| <b>Reason for Leaving</b>   | N/A              |                          |

|  |                    |                          |
|--|--------------------|--------------------------|
| <b>Orient English Centre - Turkey (2 Yrs Experience)</b>   |                    | <b>09/2016 – 08/2018</b> |
| <b>Job Title</b>   | ESL Team Manager   | Full Time – In Person    |
| <b>Role and Responsibilities</b>   |                    |                          |
| <ul style="list-style-type: none"> <li>• Teaching English to young adult learners aged 16+</li> <li>• Creating lesson plans</li> <li>• Creating resources for lessons</li> <li>• Training local ESL teachers</li> <li>•</li> </ul> |                    |                          |
| <b>Reason for Leaving</b>  | Career Progression |                          |

## Skills

|   |   |
|---|---|
| • | ICT savvy – competent in using Google products. |
| • | Experienced in MS Office Suite                  |
| • | Able to use an IWB and projector.               |



## Languages Spoken

|   |          |
|---|----------|
| • | English  |
| • | Arabic   |
| • | Spanish  |
| • | Mandarin |

### IMPORTANT POINTS:

1. State the languages you speak **fluently**.

SAMPLE