

# Your Name

Your Address  
Your Telephone Number  
Your Email Address

## PROFILE:

To enter your name, address, telephone number and email address above you need to double-click on 'Your Name' above with the left mouse button or in the View menu select Header and Footer.

If you would like a **FREE** copy of our email guide: Is your resume letting you down?: How to dramatically improve your resume then please see:

[http://www.alec.co.uk/resume\\_writing/free\\_resume\\_tips.htm](http://www.alec.co.uk/resume_writing/free_resume_tips.htm)

For **FREE advice** on what you should include in the Profile, Major Achievements, etc, please see:

<http://www.alec.co.uk/how-to-write-a-resume/>

<http://www.alec.co.uk/how-to-write-a-resume/sample-teacher-resumes.htm>

If you don't want the 'Page 2 of 2' at the top of the second page of your resume you can double-click on it to delete it or amend it.

## MAJOR ACHIEVEMENTS:

- ◆ List 3 to 6 major achievements.
- ◆

## EXPERIENCE:

Year – Year **SCHOOL NAME**

Year – Year **Job Title**

- Responsibilities and achievements.

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**OTHER EXPERIENCE:**

- 

**TRAINING:**

- 

**QUALIFICATIONS / EDUCATION:**

- 

**PERSONAL DETAILS:**

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