### NAME

**Address:** (optional)  **Teaching Council Number:**

**Tel:**  **Email:**

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## PERSONAL PROFILE

*You’re telling the school why you’re the most suitable candidate for the post in 3-5 sentences.*

*Here are some ideas to help you get started:*

* *Look at the post description and identify the qualities, skills and experience it requires – you can use these to help you decide what to write about.*
* *Tell the BOM why you’re applying – include your ambitions, as well as what interests you about the role and what unique support you can offer.*
* *Think about what makes you suitable – this could be relevant experience, skills, or achievements you’ve gained from education, work, or other activities.*
* *Include any clubs or societies you belong to – sporting, creative, or musical.*
* *Mention any relevant employment experience or volunteering you’ve done.*

**EMPLOYMENT HISTORY**

**NAME OF SCHOOL X, LOCATION DATES**

* 3 -5 most relevant and impressive roles and responsibilities

**NAME OF SCHOOL Y, LOCATION DATES**

* 3 most relevant and impressive roles and responsibilities

**NAME OF SCHOOL Z, LOCATION DATES**

* 3 most relevant and impressive roles and responsibilities

**FURTHER PROFESSIONAL DEVELOPMENT**

* Name of course + month and year + a point about what you learned (if space allows)
* Choose most relevant courses for the position advertised

**Skills/Competencies (OPTIONAL)**

**Key Skills**

I have gained valuable experience from working in various roles, qualifications and education and feel that I have developed the following important skills:

* Skill + example of when you used/developed it.
* Outline the most relevant 3-5 skills here

## Education

**X College**

Course you studied **2017-2020**

**X University**

Course you studied  **2014-2017**

**X Post Primary School** (optional) **2008-2014**

###### **hobbies AND interests**

**REFERENCES**

Available on request