**Name**

Phone Number: +852 1234 5678 Email Address: whatever@12345.com

Permanent Resident (Country Name) or HK Resident No Visa Required

**Personal Profile**

This part of the CV should be an overview of what you can do. Keep a view on what the pedagogy of the school is and what they value. How you match this. This should be as similar to the job you are applying for as possible, showing synergy, similarities with your core values and experience which may match them. Use key words here and repeat in your previous jobs for maximum matching on applicant tracking systems.

**Education**

Name of Awarding Establishment

PGCE 2015

Name of University 2007-2010

BA (hons) Management

**Other Qualifications**

Any other relevant qualifications for this job/ school/ establishment

**Employment History**

**School Name Hong Kong March 2017-January 2019**

**Title**

Carried out duties. Include day to day what you have done. 3-4 main duties relevant to the role you are applying.

**Key Achievements**

* Include anything you are proud of
* Which may be particularly relevant to the role you are applying for.
* Facts figures and achievements where you can. Anything extracurricular which will show a synergy with the school.

**Another School Hong Kong March 2015- March 2017**

**Title**

Carried out duties. Include day to day what you have done. 3-4 main duties relevant to the role you are applying for as much as possible.

**Key Achievements**

* Include anything you are proud of
* Which may be particularly relevant to the role you are applying for.

**IT Software and Other Skills**

Microsoft Word - Advanced, Microsoft Excel- Intermediate PowerPoint- Advanced Paint-Basic

**Interests and Extra Curricular Activities**

Interactive relevant activities in particular local community based

Team sports