

# Robert Passmore

Profile: Robert underlines his CV stating that he is qualified/experienced. He highlights one of his key skills in IT and indicates that he is keen to keep on learning.



## PROFILE

I am a degree educated, qualified EFL teacher with experience teaching young learners. I enjoy being creative and am also keen to use my IT skills to create stimulating materials to inspire a class. I work well in a team and can communicate well at all levels and ages. Mature and lively, I have a variety of outside interests and remain committed to improving my teaching skills further and contributing to the success of the school.

## TESOL TRAINING

With little TEFL experience, Robert leads with his TEFL training as this is most relevant and recent.

2010 - 2011

### **Certificate of Educational Studies in TESOL – Westbury TESOL UK 180 hour accredited TESOL course - Grade B**

Robert is saying he understands key TEFL methodology and highlights his strengths rather than just listing course contents verbatim.

A short personal comment tells you he may be new but is quite confident!

- Created lessons for a variety of levels from pre-intermediate to advanced
- Materials creation included the use of innovative internet ESL sites and I am also familiar with a few leading course books such as 'Cutting Edge'
- Good grasp of English grammar and how to teach the essential language
- Particular strengths in matching levels to correct material and in presenting innovative lessons designed to stimulate and engage learners
- A solid understanding of classroom management techniques and the importance of pair/group work and enhanced student talking time

I thoroughly enjoyed all aspects of this training and feel well-equipped to lead a class and help each student reach their full potential.

## EDUCATION AND COURSES

2008 - 2010 BSC Information Technology - Exeter University 2ii

2004 - 2008 3 'A' levels Geography, IT and Maths 10 GCSEs - Preston School, Preston.

'Education & courses' seemed a logical next header since he has already listed his TESOL training and has little TESOL experience.

## TEACHING EXPERIENCE

June 09 – Sept 09 Teacher of English as a Foreign Language at Best English Centre, Portsmouth

- Responsible for teaching groups of 12-16 year children from around the world
- Devising stimulating lessons using IT, course books and my own materials
- Dealing with discipline issues effectively
- Responsible for testing new students and placing them according to level
- Liaising with other staff members to organise logical sequence of lessons
- Supervising children on outings and organising the day with safety a priority

My DoS informed me that I developed a good rapport with this age group. This experience stimulated me to complete a TESOL course straight after university.

**Robert Passmore**  
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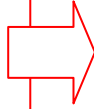
## OTHER EMPLOYMENT:

June 2011- present

**Call Centre Operative, Alliance bank, Preston**

His recent but less relevant employment does not dominate the CV; it's on the 2<sup>nd</sup> page & this description is no longer than his TESOL training entry. Notice how he has highlighted transferable skills & finishes with his intent

- IT help-desk support liaising with customers worldwide to resolve technical issues by phone. Need to be able to keep calm under pressure.
- Maintaining positive relationships with existing customers
- Training new member of Help-desk in all areas of support



I have enjoyed the hands-on nature of this role; especially the training aspect. This is a temporary position and my employers are aware of my wish to teach abroad once a suitable position becomes available

2009

**Sales Assistant Cresta Cards (Saturday position)**

- Responsible for greeting cards sales in the retail
- Establishing a rapport with customers and taking payments

Don't list every job you have ever had unless young. Certainly not after 10 years unless teaching

## HOBBIES/INTERESTS

I have travelled extensively in my summers at university and enjoy meeting new people and experiencing different cultures.

Music is a real passion and I play the guitar and piano and am also in a small local choir. I love IT and am keen to explore its potential in teaching. In addition I keep fit by walking and swimming.

## PERSONAL DETAILS

**Date of Birth:** 12<sup>th</sup> December 1980  
**Marital Status:** Single  
**Health:** Excellent (Non-Smoker)  
**Nationality:** British

## REFEREES ON REQUEST

### Summary

In short, this is clear and well laid out with contact details visible and relevant information presented uppermost. There is little irrelevant detail included. The employer can quickly see Robert is trained, has some experience, is keen and has some transferable skills.

Robert has highlighted his personal strengths and you get a vivid picture of the person behind the CV through the use of his profile and some personal comments.

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