



## Resume Workshop

# Resume Workshop

Objectives:

By the end of the lesson, you will have a completed (or almost complete) English-style resume.

Resume workshop topics:  
You will learn about...

- content
- organization
- design
- language

Schedule:

1. Lecture & examples
2. Create your resume

**First Name**  
Title  
Nationality: Lebanon  
City of Birth: Jounieh  
Phone number: +96 2223454  
Date of Birth: 02/05/2000  
Country of Birth: Lebanon  
E-mail address: something@something.com

**Objective**  
Create integrated strategies to develop and expand existing customer sales, brand/product evolution, and media endorsement.

**Education**

Start date - End date	School City
	Class / Course / Major
Description description description description description description description description description description...	
Start date - End date	School City
	Class / Course / Major
Description description description description description description description description description description...	

**Work Experience**

Start date - End date	Work Location
	Position
Description description description description description description description description description description...	
Start date - End date	Work Location
	Position
Description description description description description description description description description description...	

**Language Skills**

- Italian (fluent in speech, writing and reading)
- Italian (fluent in speech, writing and reading)
- Italian (fluent in speech, writing and reading)

**Technical Skills**

- Leading a group of employees.
- Leading a group of employees.
- Leading a group of employees.

**Edward Povey**  
010-7209-3326  
edpovey@hotmail.co.uk

Nationality: British (England)  
Date of Birth: 1979 - 06 - 02  
Status: F-6 Visa

- Experienced in curriculum design and teacher training
- Enthusiastic and motivated
- Clear and neutral English accent
- Creates a stimulating learning environment
- Friendly and positive approach to teaching

**QUALIFICATIONS**

2009 - 2010 **MA TESOL (on campus)**  
Lancaster University, England

Dissertation: "A Case Study of the L2 English Academic Writing of a Korean University Student"

Modules:

- Trends in Language Teaching Methodology
- Second Language Learning
- Research Issues in Applied Linguistics
- Academic Discourse Practices
- Managing Innovation in Language Education
- Expertise in Language Learning and Teaching
- Language Test Construction and Evaluation
- Issues in Language Testing

2005 **Trinity Cert. TESOL (on campus)**  
Oxford House, Spain  
TESOL course accredited by Trinity College, London, with a Language Awareness Exam, 120 hours of supervised teacher training and three written assignments including a learner case study and original teaching materials development.

1999 - 2002 **BA (Hons) Electronic Media (on campus)**  
Wolverhampton University, England  
Gained valuable practical skills with media production software and digital technology. Course modules included multi-media production, graphic design, film production and digital animation.

# What is a resume?

A resume is a marketing tool to promote yourself and get an interview.

A resume shows that you are a match for a position.

A resume is a summary of...

- Education
- Experience
- Skills



# How is a resume used?

A resume can be used when applying for an internship, graduate course, volunteering, or an employment opportunity.  
(Know your audience!)

Resume -> Interview -> (References) -> Offer

**Did you know?**

**Employers initially spend about 30 seconds or less looking at each resume.**

**- Make a good impression, quickly!**

# Know your audience!

Match the content with the resume with the position.

Volunteering to teach children

= Focus on your experience with children

Teaching adults

= Focus on your experience teaching high school students and above

Educational publisher

= Focus on your experience of developing lesson plans and materials



# Resume design: The basics

1~2 pages

Use a standard font (Arial, Helvetica)

Use **bolding**, underlining, *italics*, CAPS, etc.

Use lines and boxes to separate sections/headings

Use bullet points with action verbs

Balance white space and text

Check spelling x 1,000

**Save and send as a PDF**

**Save as Name\_resume.pdf -> EdwardPovey\_resume**

# Resume sections and content

Content (some of these are flexible - vital sections in **red**):

- **Photo** (Korea only - not needed abroad)
- **Contact information**
- **Objectives**
- **Education (courses and certificates)**
- **Teaching experience**
- **Work experience**
- **Volunteering / Leadership experience**
- **Honors / Awards**
- **Interests**
- **References**





## Edward Povey

☎ 010-7209-3326  
✉ edpovey@hotmail.co.uk

Nationality: British (England)  
Date of Birth: 1979 - 06 - 02  
Status: F-6 Visa

- Experienced in curriculum design and teacher training
- Enthusiastic and motivated
- Clear and neutral English accent
- Creates a stimulating learning environment
- Friendly and positive approach to teaching

### QUALIFICATIONS

2009 - 2010 **MA TESOL (on campus)**  
**Lancaster University, England**

Dissertation: 'A Case Study of the L2 English Academic Writing of a Korean University Student'

- Modules:
- Trends in Language Teaching Methodology
  - Second Language Learning
  - Research Issues in Applied Linguistics
  - Academic Discourse Practices
  - Managing Innovation in Language Education
  - Expertise in Language Learning and Teaching
  - Language Test Construction and Evaluation
  - Issues in Language Testing

2005 **Trinity Cert. TESOL (on campus)**  
**Oxford House, Spain**  
TESOL course accredited by Trinity College, London, with a Language Awareness Exam, 120 hours of supervised teacher training and three written assignments including a learner case study and original teaching materials development.

1999 - 2002 **BA (Hons) Electronic Media (on campus)**  
**Wolverhampton University, England**  
Gained valuable practical skills with media production software and digital technology. Course modules included multi-media production, graphic design, film production and digital animation.

### TEACHING EXPERIENCE

- 2013 - present **Assistant Professor**  
**Hankuk University of Foreign Studies**  
Teaching for the Graduate School of Education and the TESOL Professional Education Center.
- 2011 - 2013 **EFL Teacher / Teacher Trainer**  
**Seoul National University of Education**  
Designed, taught and assessed three accredited courses and the Intensive Elementary Teacher Training Program.
- 2006 - 2011 **EFL Teacher**  
**Korea Herald English Academy, Ilsan**  
Tutored Korean students from kindergarten, elementary, middle and high school.
- 2005 **EFL Teacher**  
**Oxford House Academy, Spain**  
Taught Spanish and South American adult ESL classes for business and tourism.
- 2004 **Digital Animation Teacher**  
**Classroom of the Future, Telford and Wrekin, England**  
Facilitated digital animation workshops in an advanced technology-equipped classroom for young learners, some with autism and learning difficulties.
- 2002 - 2003 **Music Technology Teacher**  
**Staffordshire Youth Clubs, Staffordshire, England**  
Provided a range of music technology classes for children of different ages using varied digital hardware.

### INTERESTS

- Technology and design
- Korean language - intermediate level
- Health and fitness
- Mountain and road racing bicycles

### REFERENCES

**Alan Waters**  
Senior Lecturer, Lancaster University  
a.waters@lancaster.ac.uk

Professional references available on request.

This is my most current resume.  
This is my 11th version in the last 10 years.





## Edward Povey

☎ 010-7209-3326  
✉ edpovey@hotmail.co.uk

Nationality: British (England)  
Date of Birth: 1979 - 06 - 02  
Status: F-6 Visa

- Experienced in curriculum design and teacher training
- Enthusiastic and motivated
- Clear and neutral English accent
- Creates a stimulating learning environment
- Friendly and positive approach to teaching

### QUALIFICATIONS

2009 - 2010 **MA TESOL (on campus)**  
**Lancaster University, England**

Dissertation: 'A Case Study of the L2 English Academic Writing of a Korean University Student'

- Modules:
- Trends in Language Teaching Methodology
  - Second Language Learning
  - Research Issues in Applied Linguistics
  - Academic Discourse Practices
  - Managing Innovation in Language Education
  - Expertise in Language Learning and Teaching
  - Language Test Construction and Evaluation
  - Issues in Language Testing

2005 **Trinity Cert. TESOL (on campus)**  
**Oxford House, Spain**  
TESOL course accredited by Trinity College, London, with a Language Awareness Exam, 120 hours of supervised teacher training and three written assignments including a learner case study and original teaching materials development.

1999 - 2002 **BA (Hons) Electronic Media (on campus)**  
**Wolverhampton University, England**  
Gained valuable practical skills with media production software and digital technology. Course modules included multi-media production, graphic design, film production and digital animation.

contact details

bold

bullets and most recent qualification explained in detail

### TEACHING EXPERIENCE

- 2013 - present **Assistant Professor**  
**Hankuk University of Foreign Studies**  
Teaching for the Graduate School of Education and the TESOL Professional Education Center.
- 2011 - 2013 **EFL Teacher / Teacher Trainer**  
**Seoul National University of Education**  
Designed, taught and assessed three accredited courses and the Intensive Elementary Teacher Training Program.
- 2006 - 2011 **EFL Teacher**  
**Korea Herald English Academy, Ilsan**  
Tutored Korean students from kindergarten, elementary, middle and high school.
- 2005 **EFL Teacher**  
**Oxford House Academy, Spain**  
Taught Spanish and South American adult ESL classes for business and tourism.
- 2004 **Digital Animation Teacher**  
**Classroom of the Future, Telford and Wrekin, England**  
Facilitated digital animation workshops in an advanced technology-equipped classroom for young learners, some with autism and learning difficulties.
- 2002 - 2003 **Music Technology Teacher**  
**Staffordshire Youth Clubs, Staffordshire, England**  
Provided a range of music technology classes for children of different ages using varied digital hardware.

box

italics

### INTERESTS

- Technology and design
- Korean language - intermediate level
- Health and fitness
- Mountain and road racing bicycles

### REFERENCES

**Alan Waters**  
Senior Lecturer, Lancaster University  
a.waters@lancaster.ac.uk

Professional references available on request.

- Enthusiastic and motivated
- Clear and neutral English accent
- Creates a stimulating learning environment
- Friendly and positive approach to teaching

## QUALIFICATIONS

2009 - 2010

**MA TESOL (on campus)**  
**Lancaster University, England**

*Dissertation:*

'A Case Study of the L2 English Academic Writing of a Korean University Student'

*Modules:*

- Trends in Language Teaching Methodology
- Second Language Learning
- Research Issues in Applied Linguistics
- Academic Discourse Practices
- Managing Innovation in Language Education
- Expertise in Language Learning and Teaching
- Language Test Construction and Evaluation
- Issues in Language Testing

2005

**Trinity Cert. TESOL (on campus)**  
**Oxford House, Spain**

TESOL course accredited by Trinity College, London, with a Language Awareness Exam, 120 hours of supervised teacher training and three written assignments including a learner case study and original teaching materials development.

1999 - 2002

**BA (Hons) Electronic Media (on campus)**  
**Wolverhampton University, England**

Gained valuable practical skills with media production software and digital technology. Course modules included multi-media production, graphic design, film production and digital animation.

in detail



## TEACHING EXPERIENCE

- 2013 - present* **Assistant Professor**  
**Hankuk University of Foreign Studies**  
Teaching for the Graduate School of Education and the TESOL Professional Education Center.
- 2011 - 2013* **EFL Teacher / Teacher Trainer**  
**Seoul National University of Education**  
Designed, taught and assessed three accredited courses and the Intensive Elementary Teacher Training Program.
- 2006 - 2011* **EFL Teacher**  
**Korea Herald English Academy, Ilsan**  
Tutored Korean students from kindergarten, elementary, middle and high school.
- 2005* **EFL Teacher**  
**Oxford House Academy, Spain**  
Taught Spanish and South American adult ESL classes for business and tourism.
- 2004* **Digital Animation Teacher**  
**Classroom of the Future, Telford and Wrekin, England**  
Facilitated digital animation workshops in an advanced technology-equipped classroom for young learners, some with autism and learning difficulties.
- 2002 - 2003* **Music Technology Teacher**  
**Staffordshire Youth Clubs, Staffordshire, England**  
Provided a range of music technology classes for children of different ages using varied digital hardware.

in detail

## TEACHING EXPERIENCE

- 2006 – present** ESL Teacher  
(including a break to complete the MA TESOL)  
**Korea Herald English Academy, Ilsan, South Korea**  
Teaching Korean students from kindergarten, elementary, middle school and high school. Involves materials development, test preparation, presentations and other teaching duties.
- 2005** ESL Teacher  
**Oxford House Academy, Barcelona, Spain**  
Teaching adult ESL students for business and tourism purposes. Involved curriculum design and materials development.
- 2004** Digital Animation Teacher  
**Classroom of the Future, Telford and Wrekin, England**  
Using an innovative learning center designed and fitted with modern technology to deliver digital animation courses to a range of students.
- 2002 – 2003** Music Technology Teacher  
**Staffordshire Youth Clubs, Staffordshire, England**  
Instructing adults in music production technology.

## OTHER RELEVANT WORK EXPERIENCE

- 2003 – 2005** Magazine Editor  
**Collectivism Magazine, England**  
Responsible for management, advertising, design, completing issues to the deadline and monitoring and editing the English language content.
- 2001 – 2005** Freelance Contractor  
**England**  
Established a media, marketing and design company providing a range of services to business and governmental organizations.

## INTERESTS

- ◆ Korean language - intermediate level
- ◆ Health and fitness
- ◆ Mountain and road racing bicycles
- ◆ Technology and design

## REFERENCES

**Jin Hyun Kim**  
Director, Korea Herald School, Tanhyun Campus  
kimjinhyun0928@hanmail.net

**Alan Waters**  
Senior Lecturer, Lancaster University  
a.waters@lancaster.ac.uk

This is the second page of my older resume (2008).

Notice how the teaching and 'other' work experience are separate sections.

This is because I didn't have a lot of teaching experience, so I wanted to highlight that first.

The experience in the 'other' section is only what I think is relevant.

Tip: If you don't have a lot of experience, use the 'Enter' button more often!



# Resume: Main sections

- **Contact information**

Be easy to contact

Don't use a strange email address: sexy872@naver.com

- **Education**

Give more detail for your recent and relevant education.

e.g. TESOL Cert -> list the courses, your coursework

- **Work experience // Teaching experience**

Give more detail for your recent and relevant work.

Delete older work that isn't relevant.

- **References**

Check the description of the position requirements.

Often one work and one educational reference needed.

# Resume language: action verbs

Use action verbs to give details about your work and education.  
For example:

- Developed English materials for business English students
- Created teaching materials such as board games and worksheets using compete software
- Demonstrated my teaching skills using detailed lessons plans I had developed
- Led a group of students in creating a literacy word wall based on the story “The Hungry Caterpillar”
- Produced a poster based on “Task-Based Language Teaching” techniques



# Resume language: action verbs

## Examples:

- accommodated
- accomplished
- assigned
- assisted
- broadened
- budgeted
- cataloged
- chaired
- coordinated
- created
- decided
- defined
- delegated
- demonstrated
- earned
- edited
- enhanced
- established
- exceeded
- facilitated
- formulated
- founded
- gained
- generated
- governed
- grouped
- handled
- hired
- honored
- identified
- illustrated
- implemented
- improved
- led
- learned
- listened
- made
- maintained
- managed
- marketed
- organized
- participated
- raised
- recommended
- revised
- summarized
- supervised
- trained
- utilized
- volunteered
- won
- worked

Also see the 'Action-Verbs-for-Resumes' PDF file on my site.

## Writing tips: Remember the three C's

# Clarity

make presentation clear and concise

# Consistency

do not mix categories, dates, and design features

# Conciseness

summarize and highlight



## Writing tips:

### How do I choose what will go in the final draft?

- What is most relevant for the job?
- Which aspects are more recent?
- What makes me special and unique?
- What are the important duties, tasks and achievements I completed?
- What might interest the potential employer?
- Which categories do I need? (volunteering, teaching experience...)

# Create your resume!

You can find free templates to download on my website.

You can also download this presentation file for review and a file of action verbs to use.

[www.edwardtesol.com](http://www.edwardtesol.com)  
password: english

Edward Povey - Teaching TESOL

Home GSE GSTESOL TPEC TFMD Extras About Me

(Online 2-4-1) Materials

(Regular) Materials

(Young Learner)  
Materials

YL TELS 2

Multimedia

Resume Workshop

## Welcome To My

Here you can find information  
downloads related to my class  
University of Foreign Studies.

