



ITEFLI

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C.V. / RESUME

YOUR PHOTO

WARNING:
an unprofessional
photo will ruin the
resume

JOHN BROWN
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PERSONAL:

Citizenship: USA
Mother Tongue: English
Date and Place of Birth: 16 June 1975, Michigan USA
Marital status: single, no dependents

Determines if you are eligible for employment from the legal viewpoint

Strengthen your position as EFL teacher.

Assures recruiter of your age and origin. Do not use US date format.

TEFL TRAINING

Certificate in TEFL (120 hrs.)
International TEFL Institute, London, United Kingdom

Your key entry. Combined with the previous and consequent information it makes you a winning candidate

ACADEMIC BACKGROUND

BA English major, Psychology minor, 1999
Arizona State University, Phoenix Arizona USA

Positions you as a credible candidate; essential for work visa in many countries. An advanced degree will often win you a higher salary so mention it!

COURSE HIGHLIGHTS

Modern English Grammar
American Literature
Psychology of Teaching English
Philosophy of the East

Strengthens your position in the areas that are important for language schools.

WORK EXPERIENCE

English Tutor, Academic Support Center, Arizona State University
September 1999 – June 2000

Supports your professional credibility

English Test Assistant, College Testing Program
San Francisco, California, 1998

RELEVANT EXPERIENCE

Library Assistant, Arizona State University, Phoenix Arizona, 1997
Semester exchange program with University of Colon, Germany, 1996

Adds additional nice touches for credibility and overall positive impression as a valuable candidate

SPECIAL SKILLS

MS Office applications
Guitar

REFERENCES

Available upon request

Do not include references, the recruiter will request them if necessary.

Note: unlike the international schools, TEFL employers have no interest in your coaching experience and athletic achievements