

Robert Chapman



PROFILE

As an enthusiastic and empathetic manager in my past profession I can encourage and motivate people to achieve. A qualified EFL teacher, 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 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.

Profile: His 'past profession' comment makes maturity a virtue in that he has gained relevant experience. He attacks any age preconceptions head-on. Robert likes learning, keeps his mind active & says he is lively. He is also up-to-date with new technology.

TESOL TRAINING

With no TEFL experience, Robert leads with his TEFL training as this is most relevant.

2010 - 2011

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!

Certificate of Educational Studies in TESOL – Global English UK 180 hour ACTDEC accredited level 2 course - Grade B

- Created lessons for a variety of levels from pre-intermediate to advanced
- Materials creation included research 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

- | | |
|-------------|---|
| 2007 - 2010 | Internet and IT skills correspondence course – Open University |
| 2006 - 2007 | Enhanced Sales and Negotiation course part-time Birbeck Institute, Exeter |
| 2003 - 2005 | Astronomy correspondence course - Open University |
| 1970 - 1973 | BA Geography - Exeter University |
| 1960 - 1970 | 3 'A' levels. 10 'O' levels - Preston School, Preston |

'Education & courses' seemed a logical next header since he had already listed his TESOL training. Also Robert wants to underline his lively mind and interest in other areas which he has done here by listing recent courses taken as well as his degree.

After a certain age, there is no need to list your primary school or the exact qualifications taken at 16.

Robert Chapman
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EMPLOYMENT

2000 – 2009

Regional Sales Manager, Median Media Group, Exeter

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

- Responsible for the sales of the media space in their publications
- Encouraged and motivated my team through regular contact, weekly meetings and a rewards system
- Trained new managers in the region and created an orientation week
- Held meetings and planned the sales focus of the team
- Conflict resolution – managing people invariably meant dealing with a variety of personnel issues which I handled sensitively, tactfully and decisively

I was a very hands-on manager who led by example and established good relationships. I refined the training process and rewards system to motivate and get the utmost from my team and only left due to company relocation.

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

1999 - 2000

Sales Manager, Cresta Cards, Exeter

- Responsible for greeting cards sales in the Devon region
- Establishing a rapport with retail outlets to exceed sales targets

1973 - 1999

- Continuously employed in various sales roles

HOBBIES/INTERESTS

I have travelled extensively and enjoy meeting new people and experiencing different cultures. Music is a real passion; I play the guitar and piano and am also in a small local choir. I volunteer with Samaritan's Purse each Christmas to help send Christmas presents overseas. In addition I keep fit by walking and swimming.

PERSONAL DETAILS

Date of Birth: 12th December 1952
Marital Status: Widower
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 and 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. Robert has anticipated some age prejudice and so attacks them, clearly stating that age-typical stereotypes do not apply to him!

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