

JASON TAN

Literature Teacher

+65 XXXX XXXX • j.tan@email.com • Singaporean

EXECUTIVE SUMMARY

- Seasoned educator with proven track record in teaching and delivering H2 Literature in English lectures and tutorials, as well as assuming multi-faceted roles including Head of Department, academic coach, and academic coordinator at leading schools in Singapore
- Outstanding public speaker recognised for student and peer engagement. Well-versed in employing innovative approaches to enhance teaching and learning, such as by capitalising on Facebook's group functions and other online tools
- Progressive leader adept at identifying and developing students' potential, providing professional guidance when necessary
- Exceptional leadership skills, strong in driving change and capable of working round-the-clock to meet organisational objectives

[This section gives a good helicopter view of the candidate. Briefly mentioning about the subjects you teach, as well as your extra academic functions, will establish a focus of your specialisation and abilities.]

KEY SKILLS

Curriculum Development • Public Speaking • Educational Leadership • Innovative Learning • Communication • Classroom Management

[Ensure the keywords here mirror those used in the job ad. The first round of vetting is often done by a software scanner. This section helps to pad the CV with key teacher-related phrases necessary to get past those scanners.]

PROFESSIONAL EXPERIENCE

HEAD OF DEPARTMENT, LITERATURE IN ENGLISH Innova Junior College, Singapore

Jun 2011—Present

- Lead Literature Department in developing programs to improve students' interest in literature and enhance their overall learning and development. Teach H1 & H2 Literature in English to cohort consisting of 60 students [This is a good opening line as it clearly states the focus and size of your responsibility. In 1 line, the reader knows exactly what the role is about.]
- Revise subject curriculum in line with changes to A-level syllabus, and ensure that guidelines and requirements are adhered to [This line and the following lines describe other academic functions you do in the school]
- Guided college's Climb Team club to take part in their first ever nationwide competition, ensuring they were able to balance both CCA commitments and academics

Significant Achievements

- Pioneered new initiatives to drive interest in literature across both arts and science streams via exhibitions and through weekly civics sessions

TEACHER, LITERATURE IN ENGLISH Innova Junior College, Singapore

Jul 2009—May 2011

- Taught H1 Literature in English to cohort consisting of 60 students. Improved existing subject curriculum to capitalise on current educational trends and modern technology [Simple, clear overview of the job you previously held. Notice also how the remaining bullet point is shorter. No need to go deep detail about previous similar worksopes.]
- Supervised and guided newer teachers in the department to ensure they adapted quickly to the curriculum and students' needs

Significant Achievements

- Improved H1 Literature in English subject curriculum which was adopted as the new standard for the college

EDUCATION

Bachelor of Arts

• English Literature • National University of Singapore • 2005-2008

TECHNICAL SKILLS

MS Office Suite

MISCELLANEOUS INFORMATION

Nationality: Singaporean

Languages: English and Mandarin

Availability: 1 month's notice

REFERENCES

Available upon request

[There's no need to list your references; if HR is interested in you they will ask you for them.]