

Curriculum Vitae Tips for Applicants (Max 2 Pages) – Shell Urban Award

1. Keep it strictly factual and non-narrative

A CV is not a story—it is a **concise professional summary**. Avoid paragraphs or reflective writing. Use clear headings, bullet points, and short entries so reviewers can quickly scan your qualifications.

Strong CVs are:

- Organized
 - Easy to skim in under 2 minutes
 - Focused on evidence of impact and experience
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2. Prioritize relevance to urban science education

Because this award emphasizes urban science teaching, your CV should highlight:

- Teaching assignments in urban schools
- Science courses taught (grade levels and subjects)
- Experience with diverse student populations
- Leadership in science instruction or curriculum

Do not bury this information—make it immediately visible.

3. Include only essential sections (recommended format)

A. Teaching Experience

Include:

- School name(s)
- Grades and subjects taught
- Years of service (e.g., 2018–present)
- Leadership roles (department chair, mentor teacher, PLC lead, etc.)

Keep entries short and consistent.

B. Education

Include:

- Degrees (B.S., M.Ed., etc.)
- Institution name
- Major/field of study
- Graduation year
- Certifications or endorsements (e.g., science, ESL, special education)

Only include what is relevant to teaching and science education.

C. Awards and Recognition

List:

- Teaching awards
- District or state recognition
- Grants or fellowships
- Honors related to science education or leadership

Use bullet points with award name + year. No descriptions needed.

D. Professional Activities (Optional but recommended if space allows)

Include:

- Curriculum development work
- Conference presentations
- Professional organization membership
- Mentoring or coaching teachers

Keep this section brief and selective.

4. Be selective—less is more

Two pages is strict. Do not try to include everything you have ever done.

Prioritize:

- Most recent experience
- Most relevant to science teaching
- Most impactful roles or recognition

Remove:

- Early unrelated jobs
 - Repetitive entries
 - Long explanations
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5. Use clean formatting for fast readability

Strong CVs use:

- Consistent bullet points
- Clear section headings
- Simple fonts and spacing
- No dense paragraphs

Reviewers should not have to “hunt” for information.

6. Highlight leadership, not just participation

Instead of only listing involvement, emphasize roles such as:

- Lead teacher
- Curriculum writer
- Department coordinator
- Mentor or coach
- Professional learning facilitator

Leadership signals impact beyond your classroom.

7. Make urban teaching context visible

Without over-explaining, your CV should clearly show:

- Experience in urban school settings
- Work with diverse learners
- Commitment to equity and access in science education

This can be reflected through school context and roles.

8. Align indirectly with standards and science education goals

You do not need to explain NGSS in your CV, but your experience should reflect:

- Inquiry-based science instruction
- Curriculum alignment work
- Professional learning in science pedagogy

This is best shown through job roles and PD participation rather than explanation.

9. Avoid common CV mistakes

Do NOT include:

- Full paragraphs or essays
 - Personal philosophy statements
 - Irrelevant hobbies or unrelated experience
 - Excessive detail on early career roles
 - More than two pages (this is a hard limit)
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10. Final checklist before submission

Ask yourself:

- Can someone understand my teaching experience in under 30 seconds?

- Is my science teaching background clearly visible?
- Did I highlight awards and leadership without overloading detail?
- Is everything relevant to urban science education and student impact?