

CURRICULUM VITAE (Sample Format)

Personal Details:

LAST NAME:

First Name:

Physical Street Address for courier delivery (NOT A POSTAL BOX):

Telephone Mobile:

Email 1:

Marital Status:

Date of Birth: DAY/MONTH/YEAR **Example:** 25/December/1968

Gender: Male/ female.

Country:

Languages and Fluency Level: Beginner/Medium/Advanced

EDUCATION and Qualifications:

Degree Earned, *Institution Name, Address.*

- ▶ *List only higher education certificates, degrees and diplomas. Primary, secondary or high school are not necessary.*
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Professional Experience:

Job Title, Organization, Address, **Start and End Date (Month/Year)**, Name of Supervisor

- Duties and Accomplishments
 - Use action verbs. For example, include words like “created”, “analyzed” to present yourself as a person who shows initiative.
 - ▶ *Begin with the most recent position and work backwards. List all subsequent entries in the same manner and include bullet points for main duties, activities and accomplishments.*
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Skills and Achievements:

- ▶ *Indicate computer skills and other technical skills related to the position.*
- ▶ *Include foreign languages skills.*

Hobbies:

**Writing*

**Photography*

**Design*

- ▶ *It is not necessary to list publications or presentations on your CV for STOP purposes.*
- ▶ *Photos on the CV are not necessary.*