**CV TEMPLATES**

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| PERSONAL INFORMATION | Replace with First name(s) Surname(s) |
|  | Replace with telephone number  Replace with mobile number |
| State e-mail address |

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| --- | --- |
| Replace with dates (from - to) | Replace with occupation or position held |
|  | Replace with employer’s name and locality (if relevant, full address and website) |
|  | * Replace with main activities and responsibilities |
|  | Business or sector Replace with type of business or sector |

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| WORK EXPERIENCE |  |

[Add separate entries for each experience relevant to the role in the project. Start from the most recent.]

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| EDUCATION AND TRAINING |  |

[Add separate entries for each course, relevant to the role in the project. Start from the most recent.]

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| --- | --- | --- |
| Replace with dates (from - to) | Replace with qualification awarded |  |
| Replace with education or training organisation’s name and locality (if relevant, country) | |
| * Replace with a list of principal subjects covered or skills acquired | |

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| Communication skills | Replace with your communication skills. Specify in what context they were acquired. Example:   * good communication skills gained through my experience as sales manager |

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| Organisational / managerial skills | Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:   * leadership (currently responsible for a team of 10 people) |

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| Job-related skills | Replace with any job-related skills not listed elsewhere, but relevant to the role in the project. Specify in what context they were acquired. Example:   * good command of quality control processes (currently responsible for quality audit) |
| Other skills relevant to the role in the project | Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:   * carpentry |

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| ADDITIONAL INFORMATION |  |

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| Publications  Presentations  Projects  Conferences  Seminars  Honours and awards  Memberships  References | Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.  Example of publication:   * How to write a successful CV, New Associated Publishers, London, 2002.   Example of project:   * Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012). |