**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)
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| 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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| PublicationsPresentationsProjectsConferencesSeminarsHonours and awardsMembershipsReferences | 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).
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