



ANNEX 3: STANDARD FORMAT FOR CURRICULUM VITAE

NAME

Phone: 000000 Email: email@mail.com Skype: skype name

Education

Month YY – Month YY **Highest level of academic qualification (Bachelor / Master)**, Score Achieved, Awarding Institution

Project: Title (if relevant)

Subjects: List of key subjects

Month YY – Month YY **Lower levels of academic qualification**, Awarding Institution

Month YY – Month YY **Lower levels of academic qualification**, Awarding Institution

Month YY **Training Institution** – Title of Training

Month YY **Training Institution** – Title of Training

Employment History

Month YY – Month YY **Company / Organisation Name, Location of Post**

Job Title. Description of role and responsibilities.

Month YY – Month YY **Company / Organisation Name, Location of Post**

Job Title. Description of role and responsibilities.

Month YY – Month YY **Company / Organisation Name, Location of Post**

Job Title. Description of role and responsibilities.

References

Name, Job Title, Company / Organisation Name, email, phone number

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