

FORMAT OF CURRICULUM VITAE (CV)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____
_____Detailed Tasks Assigned: _____
_____**Key Qualifications:**

[Give an outline of staff member's experience and training most pertinent to tasks on project (in months and in years with detailed description/discussion on the nature and scope of work). Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools dates attended and degrees obtained.]

Employment Record:

*[Starting with present position, list in reverse order every employment held. List all position held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. **For experience in last twenty years (in man-months), also indicate role played and types of activities performed and client references, where appropriate. Failure to indicate details of role and duration shall merit zero points.**]*

Training Attended:

[Summarize trainings and seminars attended as participant indicating topic and specification duration (in hours/days). Failure to indicate details shall merit zero points.]

Languages:

[For each language, indicate the proficiency: excellent, good, fair, or poor in speaking, reading and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] Day/ Month/Year

Full name of staff member: _____

Full name of authorized representative: _____