

CURRICULUM VITAE (TEMPLATES)

TYPICAL FORMAT

PERSONAL INFORMATION

SURNAME :
OTHER NAMES :
SEX :
DATE OF BIRTH :
NATIONALITY :
MARITAL STATUS :
LANGUAGES SPOKEN :
TELEPHONE :
ADDRESS :

CAREER OBJECTIVE:-

ACADEMIC BACKGROUND

YEAR SCHOOLS ATTENDED CERTIFICATE AWARDED GRADE AWARDED

PROFESSIONAL BACKGROUND

YEAR UNIVERSITY/COLLEGES ATTENDED DEGREE/DIPLOMA/CERTIFICATE

OTHER SKILLS

COMPUTER
DRIVING
E.T.C

WORK EXPERIENCE

YEAR : EMPLOYER
: POSITION HELD
: DUTIES AND RESPONSIBILITIES

YEAR : EMPLOYER
: POSITION HELD
: DUTIES AND RESPONSIBILITIES

REFEREES

LIST NAMES AND CONTACTS

PROFESSIONAL FORMATS

PROFESSIONAL FORMAT 1

Your Name Here

Address Here

OBJECTIVE

Brief objective on what you are seeking work for

EMPLOYMENT

POSITION TITLE

Year 0000 – Present

Company Name Here

- Bullet points of information here
- Bullet points of information here

POSITION TITLE

Year 0000 – Year 0000

Company Name Here

- Bullet points of information here
- Bullet points of information here

POSITION TITLE

Year 0000 – Year 0000

Company Name Here

- Bullet points of information here
- Bullet points of information here

EDUCATION

GRADUATE DEGREE: EMPHASIS HERE
DECEMBER 2006

YEAR 0000

Name of University

BASIC DEGREE: EMPHASIS

YEAR 0000

Name of University / College

REFERENCES

Name Here

Title or Company Name

Contact

Name Here

Title or Company Name

Contact

PROFESSIONAL FORMAT 2

YOUR NAME HERE

Your Address Here

A reasonable explanation of your overall objective that is brief and to the point

PROFESSIONAL EXPERIENCE

COMPANY 1 NAME,

POSITION TITLE

Year 0000 – Present

Brief explanation of your role with the organization

Key Accomplishments

- Bullet Points
- Outlining the detail of
- Experience in this company

POSITION TITLE

This is a good idea to have this section if you have changed titles with the same organization to show how you grew professionally during your time there

Key Accomplishments

- Bullet Points
- Outlining the detail of
- Experience in this company

COMPANY 2 NAME,

POSITION TITLE

Year 0000 – Year 0000

Brief explanation of your role with the organization

Key Accomplishments

- Bullet Points
- Outlining the detail of
- Experience in this company

EDUCATION

Degrees., Field of Study, University, Country

List Other training, Dates or other info

REFERENCES

List references here and their contacts

PROFESSIONAL FORMAT 3

YOUR NAME HERE

Address Here

WORK EXPERIENCE

Year 0000 – Present Company Name

Position Title Here

- Bullet Points of information in this section
- Bullet Points of information in this section
- Bullet Points of information in this section

Year 0000 – Year 0000 Company Name

Position Title Here

- Bullet Points of information in this section
- Bullet Points of information in this section
- Bullet Points of information in this section

Year 0000 – Year 0000 Company Name

Position Title Here

- Bullet Points of information in this section
- Bullet Points of information in this section
- Bullet Points of information in this section

EDUCATION

0000 - 0000 University
Bachelor of Some Subject

- Majored in an Emphasis

LANGUAGES

Speak, read, and write Language

AWARDS RECEIVED

Earned a certain award for something great

ACCOMPLISHMENTS/VOLUNTEER SERVICE/ETC

Other great Accomplishments, volunteer service, etc

(a)

REFERENCES

Available on request

FORMAT FOR SENIOR MANAGERS AND EXECUTIVES

Your Name Here
Address Here

TITLE

**CEO
MANAGING DIRECTOR
FINANCE DIRECTOR
SALES DIRECTOR
ETC**

OBJECTIVE

Brief synopsis of career objectives, core strengths and competencies, functional and industry achievements.

PROFESSIONAL EXPERIENCE

COMPANY NAME Location Year 0000 – Year 0000

Position Title

Brief outline sentence explaining your role with the company

- Bullet Points
- Your experience

COMPANY NAME Location Year 0000 – Year 0000

Position Title

Brief outline sentence explaining your role with the company

- Bullet Points
- Your experience

COMPANY NAME Location Year 0000 – Year 0000

Position Title

Brief outline sentence explaining your role with the company

- Bullet Points
- Your experience

COMPANY NAME Location Year 0000 – Year 0000

Position Title

Brief outline sentence explaining your role with the company

- Bullet Points
- Your experience

EDUCATION

University

Degree, Year 0000

Other professional training and achievements

List, Year 0000

REFERENCES

List names and contacts (could be omitted for confidentiality and provided on request)