

A C.V. Template Example

Your name

Contacts: Post office box address;

Cell phone;

Email;

Vision: *(Here you state your long term career expectations)*

Keys for career success: *(Here write the virtues that you believe will enhance your work productivity as an employee. list them in point form)*

Career objective: *(Here you describe the type of profession that you are seeking. Your career objective should go in line with the job opportunity that you are applying for)*

Personal information

Nationality; *(you should write the country that you are a citizen)*

Languages; *(List the languages that you can comfortably communicate with)*

Resident of; *(the place that you come from or the place where you are currently staying)*

Date of birth; *(give the day month and the year when you were born)*

Marital status; *(indicate whether you are married or single)*

Education: *(You should list your education from the one in the highest level to the lowest level one. When listing your education you should give the date when you graduated, the names of the institutions and the grades that you scored).*

Work experience: *(in this work experience section you should only write your experience in paid labor. Do not include unpaid work experience such as the experience from the voluntary work. When writing your work experience you should first start with the most recent and the most relevant to the job that you are applying for. You should also include the name of the companies or organizations that you have worked for and the dates indicating the duration of how long you worked for them. Indicate in which capacity you worked as and what were your duties and responsibilities)*

Other skills: *(In this section you include your other skills other than your professional skills. Skills like computer skills and driving skills fall in this section)*

Hobbies and interests: *(here you include the extra activities that you do during you free time or leisure time)*

References: *(In this section you include the details of people who know you well and can be contacted by your employer to give him or her more details about you. You should give their contacts and their occupation or profession. Mostly the desired number of your referees should be three or*

four)

1. Name

Occupation or profession

Post office box address

Cell phone

Email address

2. Name

Occupation or profession

Post office box address

Cell phone

Email address

3. Name

Occupation or profession

Post office box address

Cell phone

Email address