

Appendix 3

Curriculum Vitae (CV) Template

Reference notice :	<i>[Insert Notice Reference]</i>
Position Title :	<i>[Specify full title]</i>
Consultant's name:	<i>[Names and surnames of candidates]</i>
Date of Birth :	<i>[Day month Year]</i>
Nationality/Country of residence:	<i>[Insert country]</i>
Address/ Contact/ Telephone / Email	<i>Consultant contact information: [email _____ telephone:_____]</i>

Education : *[Summarize university studies and other specialized studies followed, indicating the name of the school or university, the years of study and the diplomas obtained.]*

Name of school or university	Years of study	Degrees obtained

Attach a copy of the highest diploma.

Relevant professional experience for the Services : *[List the jobs held since graduation, in reverse chronological order, starting with the current position; for each, indicate the dates, duration, name of the employer, the professional title of the employee and the place of work; for jobs in the last 20 years, further specify the type of work performed and provide, where applicable, the names of clients for reference. Jobs held that are unrelated to the Services may be omitted.]*

Period	Name of employer, professional title/position held. Contact information for references	Country	Summary of activities performed, in relation to the Services
<i>[eg . May 2015 – to date]</i> <i>Duration :</i>	<i>[Eg. Ministry of _____, advisor/consultant for _____.</i> <i>To obtain references:</i> <i>Such. _____ / Email _____, Mr. Surname and first names, [Position]</i>		
<i>April 201 at</i> <i>Duration :</i>	<i>[Eg. Ministry of _____, advisor/consultant for _____.</i> <i>To obtain references:</i> <i>Such. _____ / Email _____, Mr. Surname and first names, [Position]</i>		

Period	Name of employer, professional title/position held. Contact information for references	Country	Summary of activities performed, in relation to the Services

Affiliation to professional associations: _____

Languages practiced (indicate only the languages in which you can work):

Other skills: (Indicate other skills relevant to the position: example: computer knowledge)

Professional references (Name three professional references: name, function, organization, email address: telephone contact)

Certification:

I, the undersigned, certify that this CV accurately describes me, as well as my qualifications and professional experience. Any false statement or inaccurate information in this CV may justify the rejection of my application.

[day month Year]

Name of consultant

SignatureDate