

Annex 6: Sample Personal C.V. (Optional)

Sample Personal C.V.

FULL NAME

abc@abc.com

Telephone & Mobile numbers

Mailing address:

Personal Information

Given Name	Passport-type photo of the applicant (at least 300 pixel per inch)
Middle Name	
Family Name	
Nationality	
Date of Birth	
Place of Birth	
Gender	
Religion	
Marital Status	

Education and Training (starting from college/university)

Time: (MM/YY-MM/YY)

ABC University

ABC City (Country)

School/department

Academic degree received/level of education

Time: (MM/YY-MM/YY)

Name of Training Institution

ABC City (Country)

Details about the training

Work Experience

Time: (MM/YY-MM/YY)

Name of Employer:

Location:

Type of Employer: Government/State-Owned Enterprise/Private Sector/NGO/International

Organization/Other (please specify)

Department/Division/Section/Team:

Position/Role:

➤ Responsibility (in detail)

➤ Responsibility (in detail)

Time: (MM/YY-MM/YY)

Name of Employer:

Location:

Type of Employer: Government/State-Owned Enterprise/Private Sector/NGO/International

Organization/Other (please specify)

Department/Division/Section/Team:

Position/Role:

➤ Responsibility (in detail)

➤ Responsibility (in detail)

Language Proficiency and Qualification

Language e.g. Arabic (native), English (fluent, IELTS 5.5/TOEFL9.0), Chinese (intermediate, HSK grade)

Other Qualifications Please specify