**CURRICULUM VITAE**

1. Family name: FAMILY NAME
2. First Names: First names
3. Date of birth: DD/MM/YYYY
4. Nationality: Nationality
5. Place of résidence: Place, Country
6. Civil status: Civil Status
7. Contact Details: E-Mail | Phone number | Skype
8. Education:

| Institutions | Diploma(s) |
| --- | --- |
| Institution, Place, Country  (MM/YYYY - MM/YYYY) | Diploma |
| Institution, Place, Country  (MM/YYYY - MM/YYYY) | Diploma |
| Institution, Place, Country  (MM/YYYY - MM/YYYY) | Diploma |

1. Language skills – indicate competence (1-excellent, 5-basic):

| Language | Reading | Speaking | Writing |
| --- | --- | --- | --- |
| Language (mother tongue) | 1 | 1 | 1 |
| Language | ? | ? | ? |
| Language | ? | ? | ? |

1. Membership of professional bodies:
   * + - * Organisation/professional body
         * Organisation/professional body
2. Other skills (e.g. computer literacy):
   * + - * Relevant IT knowledge
         * Trainings (YYYY)
         * Other relevant skills
3. Present position: Current situation (e.g. independent expert)
4. Years with the firm: X years (since MM/YYYY)
5. Key qualifications:
   * + - * Qualifications / experience
         * Qualifications / experience
         * Qualifications / experience
6. International experience:

| Country | Date from - Date to |
| --- | --- |
| Country | MM/YYYYYY - MM/YYYYYY; MM/YYYYYY - MM/YYYYYY |
| Country | MM/YYYYYY - MM/YYYYYY; MM/YYYYYY - MM/YYYYYY |
| Country | MM/YYYYYY - MM/YYYYYY; MM/YYYYYY - MM/YYYYYY |

1. Professional experience:

| Date | Location | Company & Reference person | Position | Description |
| --- | --- | --- | --- | --- |
| MM/YYYY - MM/YYYY  (# days) | Country  Place | Company (employer)  For Client  First name LAST NAME  email address | Position | Project name  Name of donor / Source of funding   * Task... * Task... * Task... |
|  |  |  |  |  |
|  |  |  |  |  |

1. Other relevant information (e.g. publications):
   * + - Publication / report.
       - Publication / report.
       - Publication / report.
       - More than XX technical reports / guidelines / knowledge products (co-)written in total.