

Template_Curriculum Vitae

A curriculum vitae (CV) should contain the following elements:

1. Personal details

Full name (including maiden name; title (Mr., Ms., Dr.)
Full address; private and business telephone and fax numbers, e-mail address
Date and place of birth
Nationality/citizenship/permanent residence
Marital status
Sex (male/female)

2. Education/qualifications

Names and dates of secondary school, college and university
Details of exams passed
Professional qualifications

3. Experience (in chronological order starting with most recent)

List job title, dates, name of organization and main responsibilities over the past ten years. Include any special areas and any international experience.

a) Current occupation (job title/dates), name of organisation and exact job responsibilities.

b) Previous professional work experience.

c) Previous Red Cross/Red Crescent experience.

4. Training courses

Names and dates of courses attended and certificates obtained
Trainings at German Red Cross/ Int. Federation/ ICRC

5. Skills

Languages (level of proficiency: written/verbal/comprehension)
Computer skills
Driving licence
Report writing

The CV should conclude with a signature verifying that the information provided is correct.

Date, Signature