

**CURRICULUM VITAE
FORMAT**

PERSONAL INFORMATION	
Name	
Address	
Telephone	
Fax	
E-mail	
Nationality	
Date of birth	
WORK EXPERIENCE	
• Dates (from – to)	[Add separate entries for each relevant post occupied, starting with the most recent.]
• Name and address of employer	
• Type of business or sector	
• Occupation or position held	
• Main activities and responsibilities	
EDUCATION AND TRAINING	
• Dates (from – to)	[Add separate entries for each relevant course you have completed, starting with the most recent.]
• Name and type of organization providing education and training	
• Principal subjects/occupational skills covered	
• Title of qualification awarded	

**PERSONAL SKILLS
AND COMPETENCES**

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

MOTHER TONGUE	
OTHER LANGUAGES	
• Reading skills	
• Writing skills	
• Verbal skills	
STUDYING AND WORKING EXPERIENCE IN MULTICULTURAL ENVIRONMENT.	[Describe these competences and indicate where they were acquired.]
ORGANIZATIONAL SKILLS AND COMPETENCES <i>Coordination and administration of people, projects and budgets.</i>	[Describe these competences and indicate where they were acquired.]
TECHNICAL SKILLS AND COMPETENCES <i>With computers.</i>	Good working knowledge of Windows and Mac computer systems, 80+ WPM typing,
SPECIFIC AREA OF ACTIVITY	[Give details of professional experience in specific areas of activity indicating any preferences.]
INFORMATION FOR THE ORGANIZATION	How did you know about AVSI vacancies? <ul style="list-style-type: none">• Internet• Personal contact (specify who)