Curriculum vitae

**Proposed Position:** xxx

**Name of Firm:** xxx

**Name of Staff:** xxx

**Profession:** xxx

**Date of Birth:** xxx

**Years with Firm/Entity:** xxx **Nationality:** xxx

**Membership** **of Professional Bodies:** xxx

**Detailed Tasks Assigned:** xxx

**Key Qualifications:** xxx

**Education:**

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| Institution |  |
| Date: from (month/year) to (month/year) |  |
| Degree(s) or Diploma(s) obtained |  |

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| Institution |  |
| Date: from (month/year) to (month/year) |  |
| Degree(s) or Diploma(s) obtained |  |

**Further Training:**

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| Institution |  |
| Date: from (month/year) to (month/year) |  |
| Degree(s) or Diploma(s) obtained |  |

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| Institution |  |
| Date: from (month/year) to (month/year) |  |
| Degree(s) or Diploma(s) obtained |  |

**Employment Record:**

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| Date |  |
| Location |  |
| Company |  |
| Position |  |
| Description | Project Title. Project description. Tasks performed. Client: XX. Budget (if available). Financed by XX. |

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**Languages:**   
(*For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing*)

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| Language | Reading | Speaking | Writing |
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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

Date:

*[Signature of staff member and authorized representative of the firm]* *Day/Month/Year*

Full name of staff member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_