

GUIDELINES FOR WRITING CURRICULUM VITAE

- **Personal Data:**

Name_____

Gender_____

Tribe_____

Religion_____

Marital status_____

Date of birth_____

Home district_____

Nationality_____

Contact_____

E-mail address_____

- **Objectives**

Talk about your ambition you would like to achieve that will make you special from others.
e.g. *“to be a leading teacher in Uganda”*

- **Profile**

Talk about what you are known for especially as you execute your duties. e.g. “I am a good time manager and a hardworking teacher who is always determined to meet a given task before ending the day.” A professional caring and loving teacher.....

- **Education and qualification**

Mention the year, award and institution starting with the highest level of education to the lowest. e.g.

2017- A degree in primary education from Kyambogo University

2013- a diploma in primary education from Kaliro national teachers' college.

2010- Grade III certificate from Mukuju core primary teachers' college

2008- Uganda certificate of education from Bomana secondary school

2003- primary leaving examination from kaspodo primary school

- **Work/professional experience**

State the different titles/promotions held/achieved since you started working. Also write your work experience starting from the highest to the lowest showing the period you held each promotion. e.g.

2016-2020- head teacher tawhiiqd Islamic primary school

2009-2015 deputy head teacher Busegga primary school

- **Skills**

Talk about the special skills you have that your employer will consider as added advantages to grant you the job. e.g computer skills, ability over four local or international languages, driving skills ,co-curricular activities, human resource management.etc.

- **Interests/hobbies**

Write about things that interest you or the activities you like doing at your leisure time. e.g. watching/playing football, reading/listening to religious messages/music, going out telling/listening to stories etc.

- **Referees**

Mention some high profile persons who are so close to you and have good relations with you, who can be contacted for more details about you.