

CURRICULUM VITEA TEMPLATE

BIOGRAPHY

Name: your names

Date of Birth: your date of birth

Nationality: your nationality e.g. Ugandan

Marital Status: your status, e.g. Single

Sex: your status e.g. Male or Female

Email Address: your emails

Telephones: your telephone numbers

PROFILE

Briefly describe your personal statement or profile relating your profession, one paragraph is enough.

EDUCATION AND TRAINING

Outline your education journey. Stating from the most latest to the last one

Year	Schools attended	Qualification
Month, Year – to Month, Year	University	qualification
Month, Year – to Month, Year	Secondary School	qualification
Month, Year – to Month, Year	Secondary School	qualification
Month, Year – to Month, Year	Primary School	qualification

WORK EXPERIENCE

From Month, Year – Month, Year / To date: Position at Organization/company

Duties & responsibilities

- Duty accompanied with achievement 1
- Duty accompanied with achievement 2.
- Duty accompanied with achievement 3.

CAREER OBJECTIVE

Briefly your career objective that defines your career growth in relation to organization growth
e.g. *To secure a career opportunity utilizing my Accounting & Finance knowledge and skills to the benefit of customer retention and business growth.*

SKILLS AND ABILITIES

- Skill 1
- Skill 2
- Skill 3
- Skill 4
- Skill 5

HOBBIES

- Hobby 1
- Hobby 2
- Hobby 3

REFEREES

Provide your referees with their information e.g.

Mr. Referee Name

Position & Organization

Email:

Telephone