

**CURRICULUM VITAE**

Insert 1.5” by 1.5

Formal Photo

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| Name |  |
| Home Address |  |
| Permanent Address |  |
| Home Phone Number |  | |
| Mobile Number |  | |
| Email Address |  | |

**PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth |  | Citizenship |  |
| Place of Birth |  | Gender |  |

**EDUCATIONAL BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| Elementary |  | Year Completed |  |
| High School |  | Year Completed |  |
| College |  | Year Completed |  |

**TRAININGS ATTENDED**

|  |  |  |  |
| --- | --- | --- | --- |
| Training Title |  | | |
| Training Provider |  | Inclusive Dates |  |
| Training Title |  | | |
| Training Provider |  | Inclusive Dates |  |
| Training Title |  | | |
| Training Provider |  | Inclusive Dates |  |
| Training Title |  | | |
| Training Provider |  | Inclusive Dates |  |
| Training Title |  | | |
| Training Provider |  | Inclusive Dates |  |
| Training Title |  | | |
| Training Provider |  | Inclusive Dates |  |

**EMPLOYMENT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Position |  | | |
| Company Name |  | Inclusive Dates |  |

**SKILLS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skills** | Level of Competence | | | | |
| Novice | Beginner | Moderate | Highly | Expert |
| Written Communication |  |  |  |  |  |
| Oral Communication |  |  |  |  |  |
| PC / Desktop Knowledge |  |  |  |  |  |
| Basic Networking (Cabling, Connectors) |  |  |  |  |  |
| Basic Connectivity (Connecting to a network) |  |  |  |  |  |
| Keyboarding (Typing) |  |  |  |  |  |
| Database Systems (Analysis and Design) |  |  |  |  |  |
| Database Systems (Implementation) |  |  |  |  |  |

**WORK REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Contact Number |  |
| Company |  | Position |  |
| Name |  | Contact Number |  |
| Company |  | Position |  |

**PERSONAL REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Contact Number |  |
| Company |  | Position |  |
| Name |  | Contact Number |  |
| Company |  | Position |  |
| Name |  | Contact Number |  |
| Company |  | Position |  |

All information indicated are true to the best of my knowledge.

|  |
| --- |
| **Signature over Printed Name** |
| Trainee |