

CURRICULUM VITAE (Example Format)

PERSONAL DATA:

LAST NAME: (ALL CAPS) Name as it appears on your passport:

First Name:

Middle Name / Other Names:

Physical Street Address for courier delivery (NOT A POSTAL BOX):

Telephone Home:

Telephone Mobile:

Telephone Office:

Email 1:

Email 2:

Marital Status:

Date of Birth: DAY/MONTH/YEAR **Example:** 25/December/1968

Gender:

Country of Origin:

Present Nationality:

Languages and Fluency Level:

EDUCATION:

Degree Earned, Institution Name, Address, Start and End Date

Example:

**MSc, London School of Hygiene & Tropical Medicine, Keppel Street, London
WC1E 7HT, UK, 08/1996 to 06/1998.**

- *List only higher education certificates, degrees and diplomas. Primary, secondary or high school is not necessary*
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WORK HISTORY:

Job Title, Organization, Address, Start and End Date (Mo/Year), Name of Supervisor

- Duties and accomplishments

Example:

Medical Officer, National Hospital, Lagos, Nigeria, 02/1999-Present, Supervisor: Dr. Chikwe Adatsi

- Bullet list the duties associated with your position and your main accomplishments
 - *Begin with the most recent position and work backwards. List all subsequent entries in the same manner and include bullet points for main duties, activities and accomplishments.*
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TRAINING AND PROFESSIONAL DEVELOPMENT:

Course Name, Venue (Institution, Address), Date

Example:

**Epidemiology for Public Health Professionals, Emory University, Atlanta, Georgia,
USA, 09/25/2006 – 10/27/2006.**

- *It is not necessary to list publications or presentations on your CV for STOP purposes.*
- *Photos on the CV are not necessary*