|  |  |  |
| --- | --- | --- |
| **Personal information** | | |
| <insert photo here> | Name |  |
| First name |  |
| Date & place of birth |  |
| Mobile phone |  |
| e-mail |  |
| Position |  |
| Residence | <City & country> |

|  |
| --- |
| **Profile** |

*<Describe here briefly what you have to offer as an IT professional / what you have realized so far>*

|  |
| --- |
| **Work experience** |

*<List in chronological order all positions since the start of your career, in following format>*

Jan. 2016 – present Position / Title + company / institution + location + remote or onsite

What did you do / what were your responsibilities / what did you contribute

May 2014 – Jan. 2016 Position / Title + company / institution + location + remote or onsite

What did you do / what were your responsibilities / what did you contribute

*<Also list any publications or nominations that were a result of your work>*

|  |
| --- |
| **Education & Training / Certifications** |

*<List in chronological order all degrees you obtained and specialist training courses, in following format>*

Oct. 2015 – Feb.2016 Training course + course provider + onsite or online (remote) training

Content of the course

Any certification you obtained

Sept. 2011 – July 2014 Degree + qualification (bachelor, master, PhD in xxx, etc.) + university / school

Content of the studies

End of Year schoolwork / thesis + any publications you have made

|  |
| --- |
| **Professional skills** |

*<List all your specific professional skills + qualification of work experience, such as basic / good / expert>*

|  |
| --- |
| **Social skills** |

*<List all your specific social skills & hobbies>*

|  |
| --- |
| **Language skills** |

*<use following terms to qualify your skills: native, fluent, excellent, good, basic, none>*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Read** | **Speak** | **Write** |
| Persian |  |  |  |
| English |  |  |  |
| French |  |  |  |
| … |  |  |  |

|  |
| --- |
| **Travel capabilities / expected rate** |

*<Provide information on following questions>*

|  |  |
| --- | --- |
| Do you have any travel restrictions? |  |
| Would short or long stays abroad (mainly Europe) be acceptable and under which conditions? |  |
| Specific Terms and Conditions if and when travelling abroad? |  |
| What is your salary / hourly rate expectation? |  |

*Instructions*

* Examples of ‘positions’ are:
* System administrator
* Software applications programmer
* Software architect (+ what kind of architectures)
* Functional analyst (+ in which domains, such as health care, public administration, travel industry, manufacturing industry, aviation & space, engineering, etc.)
* Technical analyst
* Network engineer
* Cloud specialist / Cloud system administrator
* Artificial Intelligence (AI) specialist / developer
* Work experience:
* Describe as clearly as possible what you actually did, any results of that work, what you learned, what your specific contribution was.
* Were you given any specific responsibilities, if yes why?
* What were the goals and milestones?
* Did your work result in any publications or nominations of what kind so ever?
* When saving the file of this CV (in Word format), change its name in: KTA-CV\_your-name\_date