

International Curriculum Vitae Format

YOUR NAME

Curriculum Vitae

Home Address, City, State, Country, Province, Zip Code

Include international codes:

Home and Cell Phones

E-mail

Objective (optional): Position as _____ (title of position employer offers) using your ____ (#) years of experience in _____ (skills essential and specialized to the position).

SUMMARY OF QUALIFICATIONS

- A summary of your education, proficiencies, and career pertinent to target
- Number of years in area of objective, explaining similarities to it/its responsibilities
- Related education, training, and accreditation, reflecting employer's goals/priorities
- An achievement directly related to target, that the employer needs
- Traits reinforcing your candidacy for this position, specifically those asked for by the employer and those generally in demand in the field
- Other accomplishments, characteristics, knowledge either rare or prized in the field
- Traveling in field, countries visited, improvements made, distinctions, and so forth

SUMMARY OF SKILLS

- Topics of specialty or innovation within field
- Areas of particular familiarity
- Software equipment
- Processes
- Terminology relevant to target
- Languages

PROFESSIONAL BACKGROUND

EMPLOYMENT

Job Title

Employer, Location

[dates]

Present

A Top Responsibility (Relevant to objective)

- Accomplishments made in this position targeting the employer's priorities/mission
- Several other achievements from this position, pertinent to objective

Another Skill (Appropriate to objective)

- Several achievements from this position, pertinent to objective

* Repeat above pattern for all jobs.

PROFESSIONAL HONORS

All honorary positions, awards, recognitions, or titles, with locations, [dates]

PUBLICATIONS

• "Title of work," Name of publication/publisher (*Newsletter, Newspaper, Magazine, Journal*), location of publisher (country, languages, state & city or major city), date of publication, volume number (v.##), issue number (##), series number (##.##), page numbers (# - #)

* Repeat above citation for all publications.