CV template for EU projects

**INSTRUCTIONS**

The resume template is located after this instruction page.

Please read these instructions carefully before completing the following pages:

- It is recommended that you save the resume in DOC / DOCX format (not PDF) to ensure better compatibility with the computers of the final recipients of your resume.

- Do not change the formatting (font type or size, paragraph or line interval) and do not add any images or logos to the resume.

- Do not insert any headers or footers in the document.

- Use bold formatting to highlight the sections of the CV that you consider important for the position you are applying for (if you are applying for a specific proposal (you have received a job description and terms of reference)

- If you have no information to include in a section, leave it blank but keep the section title. Do not delete sections.

**- Section 1:** To be completed only if you are applying for a specific proposal (you have received a job description and terms of reference)

**- Section 10: "Other Skills":** only secondary skills such as computer software, use of Internet tools, etc. Do not include skills related to your primary occupation in this section.

**- Section 11 "Current Position":** Describe only the job title, company name and location. A detailed description of your work for this position should be included in Section 14.

**- Section 12: "Length of Service with Employer":** If you are an independent consultant, indicate the number of years you have been independent.

**- Section 13: "Key Qualifications":** Please list all of your key qualifications and skills, describing each as briefly as possible. If you are applying for a specific application (you have received a Scope of Work), please indicate and further emphasize the topics and qualifications requested for the specific profile, as described in the project's Terms of Reference.

Please do not confuse the "Key Qualifications" section with "Work Experience": key qualifications are a presentation of your abilities and knowledge. Specific work experience, on the other hand, should be included in the "14 Work Experience" section.

**- Section 14: "Specific Regional Experience":** include only country names and months and years worked in the country. Details of each position held should be reported in the next section "15 Professional Experience". To be completed only if you are applying for a specific proposal (you have received a job description and terms of reference)

**- Section 15: "Professional Experience":** in this section, you must include all your specific professional experience, both permanent positions and projects where you have worked as an independent consultant. For each position held in the last 5 years, you must also provide a contact name and phone/email number.

**- Section 17.** To be completed only if you are applying for a specific proposal (you have received a job description and terms of reference)

**Please delete these notes after completing your CV**

CURRICULUM VITAE

**N° dans la base de donnée du BCTI (si connu) : \_ \_ \_ \_**

1. **Proposed position**
2. **Family name:**
3. **First names:**
4. **Date of birth:**
5. **Nationality:**
6. **Civil status:**
7. **Education** :

|  |  |
| --- | --- |
| Institution (date from - date to) | Degree(s) or diploma(s) obtained |
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1. **Language skills:** Competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

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| Langue | Lu | Parlé | Ecrit |
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1. **Membership of professional bodies:**
2. **Other skills: (e.g. computer literacy, etc.)**
3. **Present position:**
4. **Years within firm:**
5. **Key qualifications:**
6. **Specific experience in the region: (see notice)**

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| --- | --- |
| Pays | Date début – Date fin |
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1. **Expérience professionnelle**

| Ref # and # of MM | Date  | Location | Company & reference person | Position | Description |
| --- | --- | --- | --- | --- | --- |
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1. **Other relevant information (e.g. publications):**
2. **Criteria analysis (see notice)**

|  |  |
| --- | --- |
| Tâches prévues | Sélection d’éléments de carrière pertinents |
| Dates début et fin | Employeur | Lieu | Description des tâches réalisées et responsabilités exercées |
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| Critères d’éligibilité pour la sélection | Votre situation |
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