**CV Template for European Commission / EuropeAid funded projects**

**The CV template is on pages 2 and 3 of this file. Please read these instructions carefully before completing the following pages. By completing your CV appropriately you will highly increase your chances in tender procedures. Please follow the instructions below for better results:**

* It is recommended that you save the CV in the most common DOC format (NOT in DOCX or PDF) to ensure greater compatibility with the computers of the final recipients of your CV.
* No header or footer should be inserted on the file, and paper size should be maintained in A4
* Do not change any formatting, like font type or size, and do not add any pictures or logos to the CV.
* Use **bold** format to highlight sections of the CV that you consider important for the specific assignment that you are applying for.
* If you do not have any information to include in a section just leave it blank but maintain the title for the section. Do not delete sections.
* **Section 9. Other skills:** Only secondary skills like computer software, internet tools usage, etc. Do not include skills related to your main profession in this section.
* **Section 10.** **Present position:** Describe only the Position title, company name, and location. The detailed description of your work for this position should be included in section 14.
* **Section 11.** **Years within the firm**: If your are an independent consultant, include the number of years as independent
* **Section 12.** **Key qualifications:** please list all your key qualifications and skills describing each one as briefly as possible. If you are applying for a specific request, please indicate and give more emphasis to the topics and qualifications requested on the specific profile as described in the Terms of References of the project.  
  Please do not confuse the key qualifications section with the professional experience: key qualifications are a presentation of your capacities and knowledge, on the other hand specific work experience should be included in the Section 14 Professional experience. Here are some examples of how to describe your key qualifications:   
  - “More than xx consecutive years of proven working in the field of...“  
  - “In depth knowledge and understanding of ...”  
  - “Proven experience in programme design (PCM, SWAP, Log frame analysis)...”
* **Section 13.** **Specific experience in the region:** List only country names and the months and years of your work in the country, the details of each work performed should be reported in the next section “14 Professional experience”.
* **Section 14.** **Professional experience record:** this section you should include all your specific work experience, in permanent positions and also projects in which you worked as independent consultant. For each position included in the last 3 years, you should also provide a contact name and tel/email.
* Please delete these notes after completing your CV
* At the end the CV should not have more than 3 pages

Curriculum vitae

**Proposed role in the project:**

Family name:

First names:

Date of birth:

Nationality:

Civil status:

Education:

|  |  |
| --- | --- |
| Institution  (Date from - Date to) | Degree(s) or Diploma(s) obtained: |
|  |  |
|  |  |

**Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Membership of professional bodies:

**Other skills:** (e.g. Computer literacy, etc.)

Present position:

Years within the firm:

**Key qualifications:** (Relevant to the project)

Specific experience in the region:

|  |  |
| --- | --- |
| Country | Date from - Date to |
|  |  |
|  |  |
|  |  |

Professional experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date from - Date to | Location | | Company& reference person[[1]](#footnote-2) (name & contact details) | Position | Description |
|  |  |  | |  |  |
|  |  | |  |  |  |
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|  |  | |  |  |  |

Other relevant information (e.g., Publications)

1. The Contracting Authority reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification. [↑](#footnote-ref-2)