**Name Surname**

**Title** **|**

1. **Proposed Position:** Title
2. **Name of Firm:**
3. **Name of Staff:** Name Surname
4. **Date of Birth:** DD/MM/YYYY **Nationality:** Country
5. **Education:** University, Location, year.
6. **Membership of Professional Body:**

Memberships

1. **Other Training:**

University, Location, year

1. **Countries of Work Experience:**

Country (year).

1. **Languages:**

* Language: Speaking level, reading level, writing level

1. **Employment Record:**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | Year (start) | **To** | Year (ends) |
| **Employer:** | Name of employer | | |
| **Positions held:** | Position held | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **From** |  | **To** |  |
| **Employer:** |  | | |
| **Positions held:** |  | | |

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| --- | --- | --- | --- |
| **From** |  | **To** |  |
| **Employer:** |  | | |
| **Positions held:** |  | | |

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| --- | --- | --- | --- |
| **From** |  | **To** |  |
| **Employer:** |  | | |
| **Positions held:** |  | | |

|  |  |  |
| --- | --- | --- |
| **11. Activities/Tasks Assigned** | **12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned** | |
|  | **Name of project** | **Name of project** |
|  | **Year** | Year (Start) – Year (ends) |
|  | **Position held** | Position held |
|  | **Location** | Country |
|  | **Client** | Name of client (employer) |
|  | **Main project features** | Description of project |
|  | **Activities performed** | * Description of tasks executed |
|  |  |  |
|  | **Name of project** |  |
|  | **Year** |  |
|  | **Position held** |  |
|  | **Location** |  |
|  | **Client** |  |
|  | **Main project features** |  |
|  | **Activities performed** |  |
|  |  |  |
|  | **Name of project** |  |
|  | **Year** |  |
|  | **Position held** |  |
|  | **Location** |  |
|  | **Client** |  |
|  | **Main project features** |  |
|  | **Activities performed** |  |
|  |  |  |
|  | **Name of project** |  |
|  | **Year** |  |
|  | **Position held** |  |
|  | **Location** |  |
|  | **Client** |  |
|  | **Main project features** |  |
|  | **Activities performed** |  |
|  |  |  |
|  | **Name of project** |  |
|  | **Year** |  |
|  | **Position held** |  |
|  | **Location** |  |
|  | **Client** |  |
|  | **Main project features** |  |
|  | **Activities performed** |  |
|  |  |  |
|  | **Name of project** |  |
|  | **Year** |  |
|  | **Position held** |  |
|  | **Location** |  |
|  | **Client** |  |
|  | **Main project features** |  |
|  | **Activities performed** |  |
|  |  |  |