

# FIRST NAME LAST NAME

Address  
Mobile Number  
E-Mail

## PROFILE SUMMARY:

2-3 sentences that characterize who you are and highlight your strengths

## EDUCATION / PROFESSIONAL QUALIFICATION

Month/Year  
**Degree, Institution, Location**

Month/Year  
**Degree, Institution, Location**

....

## RELEVANT COURSES

Month/Year – Month/Year (Duration total: Weeks, Months)  
**Course Name, Institution**  
- (Optional) short description

Month/Year – Month/Year (Duration total: Weeks, Months)  
**Course Name, Institution**  
- (Optional) short description

### **For Medical Professionals only: Tropical Medicine Course**

Month/Year – Month/Year (Duration total: Weeks, Months)  
**Course Name, Institution, Degree obtained**  
- (Optional) short description

...

## WORK EXPERIENCE (IN COUNTRY OF RESIDENCE)

Month/Year – Month/Year (Time total: Years, Months)  
**Position, Employer, Sector, Location (Weblink Employer)**  
- Short description employer  
- Responsibility and functions covered (incl. e.g. number of staff managed, budget, ...)  
- Description of main tasks and activities

Month/Year – Month/Year (Time total: Years, Months)  
**Position, Employer, Sector, Location (Weblink Employer)**

...

## WORK EXPERIENCE (ABROAD)

Month/Year – Month/Year (Time total: Years, Months)

**Position, Employer, Sector, Location (Weblink Employer)**

- Short description employer
- Responsibility (incl. number of staff managed, budget, ...)
- Description main tasks

Month/Year – Month/Year (Time total: Years, Months)

**Position, Employer, Sector, Location (Weblink Employer)**

...

## RELEVANT TRAVEL EXPERIENCE

Month/Year –Month/Year (Time total: Weeks, Months)

**Country, Location, Mode of Travelling, Purpose of Travelling**

Month/Year –Month/Year (Time total: Weeks, Months)

**Country, Location, Mode of Travelling, Purpose of Travelling**

...

## OTHER RELEVANT EXPERIENCE (E.G. VOLUNTARY WORK / TEACHING EXP.)

Month/Year – Month/Year

**Position, Tasks, Employer, Location**

Month/Year – Month/Year

**Position, Tasks, Employer, Location**

...

## LANGUAGE SKILLS (Information language level: <https://tracktest.eu/english-levels-cefr/>)

**Language** – Level

**Language** – Level

...

## IT SKILLS

## AREAS OF INTEREST

(Optional)

### PLEASE NOTE:

- Experiences should be listed in chronological order, starting with the most recent
- Please focus on experiences relevant for the position
- Please ensure that work in the humanitarian sector is well highlighted
- Time total: Sum up your experiences to total years / months
- If work experience was part-time, please indicate in %