
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 %

This PDF is a guideline for content and structure of your CV. Layout and design should be created individually.