# CV template (EC format)

**Please read the instructions below carefully, before compiling your CV.**  **To be eligible for future use in Sparkassenstiftung’s tender procedures, it is required to provide full details.**

* It is recommended to save the CV in **docx format** to ensure higher compatibility with the computers of the final recipients of your CV.
* No header or footer should be inserted in the document, and as paper size please chose the format A4.
* Do not change any formatting like font type or size, and do not add any pictures or logos to the CV.
* Use **bold** types 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 the command of computer applications, etc. are asked for. Do not include skills related to your main profession in this section.
* **Section 10.** **Present position:** Only position title, company name and location are asked for. The detailed description of your work for this position should be included in Section 14. Professional experience.
* **Section 11.** **Years within the firm**: If you are a self-employed consultant, include the number of years of self-employment.
* **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 assignment, please put strong emphasis on the topics and qualifications requested and described in the terms of references of the specific project.  
  Please do not confuse key qualifications with professional experience: Key qualifications are a presentation of your capacities and expertise. Specific work experience should be included in Section 14. Professional experience. Here are some examples of how to describe your key qualifications: *- “More than xx consecutive years of proven experience working in the field of...”  
  - “In-depth knowledge and understanding of ...”  
  - “Proven experience in programme design (PCM, SWAP, Logframe analysis)...”*
* **Section 13.** **Specific experience in the region:** List only country names and duration of your work in the country (month/year), the details of each assignment performed should be reported in Section 14. Professional experience.
* **Section 14.** **Professional experience:** Please list your specific work experience in permanent positions and/or in projects in which you worked as independent consultant. Please provide a contact person as reference including phone/email for positions held during the past 3 years.
* Please delete these notes after completing your CV.

**Curriculum vitae**

**Proposed position in the project:**

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

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

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

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

1. **Membership of professional bodies:**
2. **Other skills:** (e.g. Computer literacy, etc.)
3. **Present position:**
4. **Years within the firm:**
5. **Key qualifications:** (Relevant to the project)
6. **Specific experience in the region:**

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

1. **Professional experience**

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

1. **Other relevant information** (e.g. Publications)
2. **How did you find our job advertisement?** (Please specify channel)

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