**Curriculum Vitae Template for MCA-Lesotho II**

Please read the instructions before starting to build your CV.

*Instructions*

1. *Please use your Name\_Surname in the title and document name of your CV.*
2. *Please fill in the checklist before filling in the CV sections.*

|  |  |  |
| --- | --- | --- |
|  | *Yes*  | *No* |
| *I have XXX years of experience in this role* |  |  |
| *I have a degree related to this position* |  |  |
| *I have attached a copy of my cover letter* |  |  |
| *I am proficient in Microsoft Applications (i.e., Word, Excel, PowerPoint)* |  |  |

**I. PERSONAL INFORMATION**

* Family name:
* First name:
* Date of birth:
* Gender:
* Nationality:
* Residence:

**II. CONTACT INFORMATION**

* Phone number (s):
* E-mail:
* LinkedIn:
* Website (if applicable):

**II. EDUCATION**

**2.1 List your education degrees in descending order. Add separate entries for each relevant degree you have completed, starting from the most recent.** *(Feel free to**use the table OR any other format, while providing answers to the three sections)*

|  |  |  |
| --- | --- | --- |
| **Year**  | **Name and type of educational institution**  | **Degree(s) or Diploma(s) and title obtained:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2.2 List your non-academic trainings, certifications, non-academic degrees, membership of professional bodies, etc. Add separate entries for each relevant training/degree you have completed, starting from the most recent.** *(Feel free to**use the table OR any other format, while providing answers to the three sections)*

|  |  |  |
| --- | --- | --- |
| **Year**  | **Name of training institute/organization**  | **Degree(s), diploma(s), certification(s), and certificates obtained**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**III. PROFESSIONAL EXPERIENCE**

**Add separate entries for each relevant post occupied, starting from the most recent.** *(Feel free to**use the table OR any other format, while providing answers to the four sections)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from** **– date to** | **Occupation or position held**  | **Company/Organization and location** | **Description of the role and key qualifications** |
|  |  |  |  |
|  |  |  |  |

**IV. LANGUAGE SKILLS** *(Please specify the mother tongue and provide the languages you are proficient in. If relevant add other mother tongues (s)).*

**V. DIGITAL & IT SKILLS** *(Please list the digital skills and programs you are proficient in)*

**VI. OTHER RELEVANT INFORMATION** *(Include here any other information that may be relevant, e.g. publications, etc.)*

**VII. REFERENCE PERSON** *(Please provide the name, surname, and contact details, and the position/organization it refers to)*

**VIII. ANNEXES** *(Add any documents, if any, which you consider relevant. List the attached items).*