

Curriculum Vitae

YOUR NAME (your address) (your telephone number & email address)		
My suitability for the position of:		
QUALITIES: (for example) <ul style="list-style-type: none"> • able to work on own initiative • able to work as part of a team • punctual [=always on time] • reliable [=dependable] • computer-literate [=can use a computer] • linguistic [=can speak languages] • able to drive [=can drive] • bi-lingual [= can speak a second language] • multi-lingual [can speak several languages] 	EXPERIENCED IN: (for example) <ul style="list-style-type: none"> • problem-solving • decision making • dealing with the general public • travelling • organizing people • meeting deadlines • negotiating • web-design 	
EMPLOYMENT HISTORY IN BRIEF		
<ul style="list-style-type: none"> • DATE-DATE: Worked as a • DATE-DATE: Worked as a • DATE-DATE: Worked as a 		
QUALIFICATIONS (for example) <ul style="list-style-type: none"> • degree in • 5 passes at 'A' level • 2 passes at 'O' level 	INTERESTS (for example) <ul style="list-style-type: none"> • music • reading <hr style="width: 20%; margin: 10px auto;"/> ACTIVE PURSUITS <ul style="list-style-type: none"> • golf • tennis 	SPECIFIC SKILLS (for example) <ul style="list-style-type: none"> • proficient with Microsoft Office • databases & spreadsheets
FURTHER TRAINING <ul style="list-style-type: none"> • 6 weeks' work experience with an ISP • Seminars & workshops on marketing & ecommerce • In-house training 		
ADDITIONAL INFORMATION (optional)		
For example <ul style="list-style-type: none"> • voluntary work • voluntary work • work overseas 		