**CURRICULUM VITAE: Miss. Your full three names**

#  General Information

|  |  |  |
| --- | --- | --- |
| First Name  |  Surname/Family Name  |   |
| **e.g. Hamisa**  |  Ndumbanya |   |
| Birth Date  | Place of birth  | Country of birth  |
| **e.g. 26-12-2020**  | **Dar as salaam**  | **Tanzania**  |
| Citizenship  | Country of Residence  |
| **e.g. Tanzanian**  | **Tanzania**    |
| Gender  | Marital status   |

**e.g. Female** **Single**

Preferable Communication **Mobile and E-mail Channel**

#  Contacts

|  |  |  |
| --- | --- | --- |
| **Contact Type**   | **Address**   | **Mobile**   |
| Personal  | **Email:** your name@gmail.com | **+255-700-000-000**    |

#  Languages

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language**   | **Read**   | **Write**   | **Speak**   | **Understand**   |
| English  | Very good  | Very good  | Very good  | Very good  |

Swahili Very good Very good Very good Very good

# Other Certificates and Awards

If any..

#  Educational Background

**Education Level Name of awarding From-To Award**

 **Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| E.g. Bachelor of Accounts   | College/university name | E.g. 2014-2017  | E.g. Bachelor of Accounts  |
| A-level Secondary School  | Name of your school,  | E.g. 2012-2014  | E.g. Advanced Certificate of Secondary Education (A.C.S.E)  |
| O-Level Secondary School   | Name of your school | E.g. 008-2011  | E.g. Certificate of Secondary Education (C.S.E)  |

# Pre- Professional Experience

|  |  |  |
| --- | --- | --- |
| **Field attachment**   | **Company/Institution**   | **Activates performed** |
| E.g. July 2016 – September- 2016  | Name of the company  | Mention |

# Other Technique Skills

* Microsoft office (MS word, excel, PowerPoint, spread sheets, etc.)
* Computer Literacy.

#  References

**Full Name Designation Institution/Company Contact**

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. his name | His positionName of the company.  | Name of his company/institution  | P.O.BOX 00  Place/region**Emai**l: his name@gmail.com **Tel**: +255-700-000-000 +255-700-000-000 |
| **Other Referees….** |  |  |  |
|  |  |  |  |

# Declaration

I understand and recognize that, I may be required to transmit an official transcript for detailed course description and original certificates to verify my Academic qualifications and the particulars that I have provide. Therefore, I declare that the particulars given here are true, complete and correct to the best of my knowledge.

Signature;

Your three full names.