**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 position  Name 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.