

AZOROM Curriculum Vitae Format

Please submit your Curriculum Vitae to the following format:

CV Item	Guideline
Name	First Name first followed by SURNAME (in upper case)
Address	Contact address
Phone Numbers	Indicate if Landline or Mobile. Always give your Country Prefix
Date of Birth	
Nationality	If you have joint citizenship list both
Languages	List all indicating proficiency in Speaking, Reading, Writing e.g. English: Speaking – fluent, Reading – good, Writing – basic
Countries Worked in	Simply detail countries you have previously worked in
Core Competencies	List here in brief what you regard as your signature skills, strengths
Experience	Start with the latest first Show period employed (e.g. Jan 2004 to March 2005) Employer Organisation Name and Location Employment Location Title of position held Area of responsibility and tasks Details of responsibility and tasks Achievements, Experiences (Technical and Organisational)
Education	Detail all formal education – Latest first Indicate Years, Institution and formal qualifications obtained
Professional Development	Include here any significant training or additional formal skills acquired
IT Proficiencies	Detail extent of IT knowledge or experiences