CV template for World Bank projects

**INSTRUCTIONS**

The resume template is located after this instruction page.

Please read these instructions carefully before completing the following pages:

- It is recommended that you save your resume in DOC / DOCX format (**not PDF**) to ensure better compatibility with the computers of the final recipients of your resume.

- Do not change the formatting (font type or size) and do not add any images or logos to the resume.

- Do not insert any headers or footers in the document.

- Use bold formatting to highlight the sections of the CV that you consider important for the position you are applying for (if you are applying for a specific proposal (you have received a job description and terms of reference)

- If you have no information to include in a section, leave it blank but keep the section title. **Do not delete sections.**

**- Section 1:** To be completed only if you are applying for a specific proposal (you have received a job description and terms of reference)

- **Section 2**: Ignore this section

- **Section 8**: "Countries of work experience”: use bold formatting for the country of the project and of the region of the project (only if you are applying for a specific proposal (you have received a job description and terms of reference)

**- Section 10 "**Employment record": In this section, you must include all your specific work experience, both permanent positions and projects for which you have worked as an independent consultant. For each position held within the last 5 years, you must also provide a contact name and telephone/email number.

**- Section 11 & 12**. To be completed only if you are applying for a specific proposal (you have received a job description and terms of reference)

**- Section 13** "Key Qualifications": Please list all of your key qualifications and skills, describing each as briefly as possible. If you are applying for a specific application (you have received a Terms of Reference), please indicate and further emphasize the topics and qualifications requested for the specific profile, as described in the project's Terms of Reference. Please do not confuse the "Key Qualifications" section with "Professional Experience": Key Qualifications are a presentation of your abilities and knowledge. However, specific work experience must be included in the "Work Experience" section.

**Please delete these notes after completing your CV**

CURRICULUM VITAE

**N° in BCTI roster (if known) \_ \_ \_ \_**

**1. Proposed Position:** *[only one candidate shall be nominated for each position]*

**2. Name of Firm:** *[Insert name of firm proposing the staff]*

**3. Name of Staff:**

**4. Date of Birth Nationality:**

**5. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]* :

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Start date | End date | Degree / Diploma obtained |
|  |  |  |  |

**6. Membership of Professional Associations:**

**7. Other Training**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Start date | End date | Degree / Diploma obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**8. Countries of Work Experience** *[List countries where staff has worked in the last ten years]*:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**9. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**10. Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]*:

|  |  |
| --- | --- |
| **Date** | 1 May 2019 - 1 Aug 2019 |
| **Employer** |  |
| **Position held** | Independent Consultant |
| **Description of duties** |  |

|  |  |
| --- | --- |
| **11. Detailed Tasks Assigned** | **12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned** |
| List all tasks to be performed under this assignment | Among the assignments in which the staffs have been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11. |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**13. Key qualifications**

**14. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of staff member and authorized representative of the firm*  *Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_