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Time Zone

John Doe

Marketing Executive



4 liner text

**KEY QUALIFICATIONS**

*Include 3 to 5 bullets to summarize your main areas of expertise, sectors you operate in, or other important career highlights*

* **Countries of Work experience:**
* **Languages*:*** *Language 1**(fluency)****,*** *Language 2**(fluency), Language 3**(fluency)*
* **Computer Skills:** *Note: This**Should only be included if the role requires proficiency in specific software (SAP, Smart Recruiters, Oracle, ArcGIS), Not required to indicate MS office anymore as this is already a given.*

**EMPLOYMENT HISTORY**

**Organization Name**, *Location* Month Year – Month Year

**FUNCTIONAL EXPERIENCE**

**Functional Area 1 (X years)**

Note: Could be areas such as:

Monitoring and Evaluation, Talent Management, Capacity Building. Communications, Operations, Finance, Procurement, Research, etc.

No limit on Functional areas to be included**.**

* 3 – 5 bullets covering career highlights in the given functional area. Quantifiable achievements and relevant experience with international development donors or organizations

**Functional Area 2 (X years)**

* 3 – 5 bullets covering career highlights in the given functional area. Quantifiable achievements and relevant experience with international development donors or organizations

**Functional Area 3 (X years)**

* 3 – 5 bullets covering career highlights in the given functional area. Quantifiable achievements and relevant experience with international development donors or organizations

**EDUCATION**

**Degree Title** Month Year – Month Year

Institution, location

**TRAINING**

Note: Should only be included in the CV as needed by the Job Description (JD) of the nature of the role that the individual is applying for.

For example, if specific training in HR information systems is required by the JD, candidate can further establish their credibility and qualifications by indicating it on this section. If certificate in Project Management is required by the role, then it should be indicated under the Certificates section. If license/s is required by the role, for example, for those working in the Health sector, any relevant license acquired should be indicated under the Licenses section. Otherwise, this may be removed.

Should you have information on the following, please indicate them in this manner:

* [Official Name of Training], [Institution that Provided the Training], [city/country or online],*[month day(s) year the training occurred]*

**CERTIFICATES / LICENSES**

**SEMINARS / WORKSHOPS / CONFERENCES ATTENDED**

*Note: If the role is very particular with specific skillsets, for example, an IT professional who works in development, it is worth noting the relevant seminars/workshops/conferences attended. For entry to mid-level individuals (0-6 years of experience) this is worth including in the CV, too. Otherwise this can be removed.*

Add conference attendance here using the format below. If you gave a presentation, do not list the event here; instead list the Presentation in the section.

* [Official Name of Event], [Institution that Hosted the Event, City Country or online], [*month day(s) year that you attended]*

**AWARDS / RECOGNITIONS RECEIVED**

*Note: Helpful to include if applicable. Otherwise, you may delete.*

**PROFESSIONAL MEMBERSHIPS**

List affiliations with relevant professional associations here. No need to say "member," as that is implied by the heading. If you held a title other than member, put that before the name of the organization followed by a comma.

* [Full name of organization], [geographical jurisdiction unless that is clear from the name], [*first year joined*–*year left or –present]*

**PRESENTATIONS / PUBLICATIONS**

*Note: Depending on the nature of the role, this can be removed (as it is unnecessary) or completely separated from the CV (if it tends to be very long – this is usually the case for professionals with 8 to 15+ years of experience)*

*Professionals who operate in the academia space, or areas that are very research-heavy – this is an important section of the CV and should definitely be included.*

List presentations in this format:

**Presentations:**

* ["Title of Presentation,"] [Name of Event, Institution that Hosted the Event], [City Country or online], [Month day year that you gave the presentation]

If it was a Keynote address/Special speech, insert Keynote speech or Special speech after the title of the presentation followed by a comma.

If Panel Discussion/s, kindly use this format:

**Panel discussions:**

["Name of Panel Discussion,"] [panelist or moderator], [Name of Event, Institution that Hosted the Event], [City Country or online], [Month day year that you sat on the panel]

List publications in these formats according to type of publication:

For reports issued by an organization:

**Reports:**

[Title of Report], [report], [Issuing Organization], [Date on the publication]

For articles (it is not necessary to include the journal edition and page number(s), but if you do, be consistent and include them for all journal articles with the same formatting):

**Articles:**

["Title of Article or Chapter,"] [Name of Journal or Publication], [full date as it appears on the publication]

For online articles and blog posts:

**Online article/blog post:**

["Title of Item," on Name of Website], [Organization that Operates the Website unless that is obvious from website name, available at URL], [full date posted]

If you were the sole author, that will be implied. Otherwise, after the title, insert second author if you were the second author listed; if listed third or later, insert "co-author": followed by a comma.