

# Applicant Name

ATTACH PHOTO

Current Address: *(number and street, city, postal code, country)*

Telephone Number (Home): *(including country code)*

Telephone Number (Cell): *(including country code)*

E-mail:

Skype ID:

Date of Birth: *(MM/DD/YYYY)*

Place of Birth: *(city and country)*

Country of Citizenship:

Field of Training Desired: *(e.g., marketing, customer service, business administration, logistics, human resources, etc.)*

Length of Program Desired: *(e.g., 3 months, 6 months, 12 months, 18 months)*

Date Available to Start Training: *(MM/DD/YYYY)*

**Profile** *(may include brief introduction, background, skills/qualifications, personality traits, goals, etc.)*

*(e.g., self motivated; strong analytical skills; team player; able to prioritize, meet deadlines, work with minimal or no supervision; capable of keeping accurate/detailed records and reports)*

## **Education**

Degree Type *(e.g., Bachelor's Degree, Associate's Degree, Diploma, Certificate)* in Field of Study (Major)

Institution Name, Location *(city and country)*

Institution start date *(month and year)* - Graduation/Expected graduation date *(month and year)* (how many semesters left, if any)

Relevant Courses:

## **Work Experience** *(in reverse chronology – start with most recent)*

Position Name (full-time or part-time)

Company Name, Location *(city and country)*      Company Website

Month Year – Month Year *(period of employment, month and year)*

Responsibilities/Achievements:

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Position Name (full-time or part-time)

Company Name, Location *(city and country)*      Company Website

Month Year – Month Year *(period of employment, month and year)*

Responsibilities/Achievements:

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## **Skills & Certificates**

Languages: *Must mark skill level (i.e. beginner, intermediate, advanced, fluent)*

Computer Skills: *For example, MS Office programs, Photoshop, etc. Must mark skill level (i.e. beginner, intermediate, advanced)*

Certificates/Awards:

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**Activities** *(optional, may include extracurricular school activities, volunteer activities, etc.)*

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**Military Service** *(please delete if this does not apply to you)*

# Guidelines (general)