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| **Passport Size Photo** |

**Complete Name**

**Address, contact details**

Keep the factual details at the top of your CV, crisp and clear. Include personal details, contact information and current job title and responsibilities.

**Educational Qualifications:**

Broaden out into your qualifications. List the institution that you studied at, the start and finish date, subject, type of qualification and the grade/s you achieved.

**Eligibility:**

List the eligibility/licensure exams you have taken and passed.

**Employment history:**

*Job title, institution, date – date*

Start with your present employment and position. Write a description of your role and responsibilities here. Detail your full employment history, with no gaps, all clearly dated. Put the most recent events first in all of these. Set these out clearly on the page, in a straightforward list or table form.

**Achievements:**

If you have received any awards, accreditations or been a member of significant groups, include those here in a list-style format.

**Trainings and Seminars Attended**

List the trainings and seminars attended. Prioritize trainings *that are relevant to the topic assigned to you during INSET.*  (Attach photocopy of certificates)

**Speakership**

List the trainings and seminars wherein you were the speaker. Prioritize trainings *that are relevant to the topic assigned to you during INSET.*  (Attach photocopy of certificates)

**References:**

Use the name, job title and contact details of a course leader, mentor or professor at your university, or an employer here.