



CURRICULUM VITAE STRUCTURE

Contact Information

Full Names
Residential and Postal Address
Telephone
Cell Phone
Email Address

Personal Information

Date of Birth
Place of Birth
Citizenship
Driver's License
Gender

Personal Information continued {Only use this if it is relevant}

Marital Status {How long have you been married, This shows commitment}
Spouse's Full Name
Children {How many and how old they are}

Employment Always list from present to past History of Employment {Start with the position, details and dates}

Academic Positions
Research and Training

Education

Use dates, started and completed
High School
University

Qualifications

Insert Degrees/diplomas or any relevant tertiary certificates or qualifications held

Awards

{What have you achieved or won in the workplace?}

Publications

Books

Professional Memberships

{e.g. are you part of an organization for CPD – Continuous Professional Development}

Interests

{Include hobbies as well, building models, reading etc}