SEC Template for Curriculum Vitae

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| 1. **Position/Opportunity/Task Applied For** | | | | | | | | | | | | | | | | |
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| 1. **Personal Data** | | | | | | | | | | | | | | | | |
| Name | | | |  | | | | | | | | | | | | |
| Nationality | | | |  | | | | | | | | | | | | |
| Present Address | | | |  | | | | | | | | | | | | |
| Mailing address | | | |  | | | | | | | | | | | | |
| Permanent Address | | | |  | | | | | | | | | | | | |
| Cell and Landline Telephone | | | |  | | | | | | | |  | | | | |
| Fax | | | |  | | | | | | | | | | | | |
| Email | | | |  | | | | | | | | | | | | |
| 1. **Availability** | | | | | | | | | | | | | | | | |
| Short-term tasks | | Yes No | | | | | | Long-term tasks | | | | | | Yes No | | |
| 1. **Languages**   *(Proficiency in speaking, reading & writing of each language by excellent, good, fair or poor)* | | | | | | | | | | | | | | | | |
| **Languages** | | **Speaking** | | | | | **Reading** | | | | | | | | **Writing** | |
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| 1. **Academic Credentials**   *(Summarized college/university & other specialized education)* | | | | | | | | | | | | | | | | |
| **Dates Attended** | | **Name of Academic Institution** | | | | | | | | | **Degree/Certificate** | | | | | |
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| 1. **Professional Affiliations**   *(Registration/affiliation with renown professional institutions)* | | | | | | | | | | | | | | | | |
| **Title** | | | | | **Name of Professional Institution** | | | | | | | | | | | |
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| 1. **Key Qualifications**   *(Outline of experience in terms of projects, research work and reports most pertinent to the opportunity available with SEC)* | | | | | | | | | | | | | | | | |
| **Brief Description of Initiative** | | | | | **Organization/Entity** | | | | | **Period** | | | | | **Location** | |
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| 1. **Experience Record**   *(All positions held since graduation)* | | | | | | | | | | | | | | | | |
| **Period** | **Employer** | | | | | **Position** | | | | | | | **Major Responsibilities** | | | |
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| 1. **References** | | | | | | | | | | | | | | | | |
| Name and Country | | | Position & Organization | | | | | | Email | | | | | | | Telephone |
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