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**
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| Name and Country | Position & Organization | Email | Telephone |
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