**Template 3 – Résumé Template**

(Please use block capitals)

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| **1. Personal details** |
| Full name: |  |
| Date of birth: |  |
| Current position at work: |  |
| Employer name: |  |
| Nationality: |  |
| Telephone (office): |  |
| Telephone (home): |  |
| Mobile: |  |
| Email: |  |
| Correspondence Address: |  |
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| **2. Education** (please list all academic qualification(s)) |
| **University/institution****(please include country)** | **Degree/diploma name** | **Type of study (full time, part time, flexible study)** | **Date started** | **Date completed** |
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| **3. Membership of any other professional organisation(s)** (if applicable) |
| **Name of organisation** | **Grade** | **How membership was achieved (eg examination)** | **Year gained** |
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| **4. Professional experience**(Please list all employer details to date, starting with the most recent.) |
| Period | Job title | **Employer** | **Type and scope of responsibilities** **(in detail)** |
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