

**WORD BANK CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

<b>Proposed Position:</b>	
<b>Name of Organization:</b>	
<b>Name of Staff:</b>	
<b>Profession:</b>	
<b>Date of Birth:</b>	
<b>Years with Firm/Entity:</b>	
<b>Nationality:</b>	
<b>Membership in Professional Societies:</b>	
<b>Detailed Tasks Assigned:</b>	
<b>Key Qualifications:</b>	
<i>[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]</i>	
<b>Education:</b> <i>[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]</i>	
<b>Employment Record:</b> <i>[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]</i>	
<b>Languages:</b> <i>[For each language indicate proficiency: excellent, good,</i>	

<i>fair, or poor in speaking, reading, and writing.]</i>	
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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

Date:

*[Signature of staff member and authorized representative of the firm] Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_