

**CURRICULUM VITAE FORMAT**

*\*Please follow the below format to structure your CV, and send on line to [ciltngmembership@gmail.com](mailto:ciltngmembership@gmail.com)\**

NAME:

(Bio data)

A) CURRENT POSITION

State your current position:

Name of Organization:

Year in current office: (e.g. 2005 – date)

List out your responsibilities:

Budget Responsibilities: (state annual budget)

Reporting Lines: state to whom you report, who reports to you and the number of people that reports to you.

OBJECTIVES OF THE PRESENT POSITION

CAREER HISTORY:

This follows your current position

(Note: state your job titles, responsibilities at each position in a descending order)

Year: (e.g. 2003 – 2005)

Name of Organization:

Office held – (e.g. Manager, Operations)

(Note: you can give notable achievements in this office to support your application)

- .....
- .....
- .....
- .....
- .....

Year: (e.g. May 2000 – 2002)

Organisation –

Office held (e.g. Asst Manager, Operations)

Responsibilities:

- .....
- .....
- .....
- .....

Year: (e.g. Jan 2000 – April 2005)

Organisation – (Nigerian Ports Authority, Lagos) –

Office held (e.g. Asst Manager, Operations)

Responsibilities:

- .....
- .....
- .....
- .....
- etc

**(Note: you are expected to state in this manner all the offices you have worked in, duration(e.g 1991 – 1992) and also responsibilities of each)**

**EDUCATION AND TRAINING**

YEAR	INSTITUTION	CERTIFICATE
E.g. 2008 – 2009.....	.....	.....
E.g. 1997 – 1998.....	.....	.....
E.g. 1981 – 1985.....	.....	.....

**PUBLICATIONS/ PROJECTS/ WRITE UPS/ JOURNALS**

**COURSES ATTENDED**

**State all courses and trainings attended with dates**

**TWO YEAR (CONTINUING PROFESSIONAL DEVELOPMENT PLAN (CPD) PLAN**

**ORGANIZATIONAL CHART/ ORGANOGRAM**