

How to choose the best CV format for international development jobs

Webinar will start at 4 PM Brussels time



Host: Irina Bondarenco, Career Center Director at DevelopmentAid



Panelist: Tatiana Bostan, Senior Recruiter at DRS and Project Manager/ Bid Coordinator within EMS

Types of CVs

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- Chronological CV
- Functional (skill-based) CV
 - Hybrid (combination) CV
 - Other CV types

Chronological CV

Overview: the most traditional and widely used CV type; presents work experience in reverse chronological order

Best used:

- when applying for jobs in development sector;
- when you want to emphasize your career progression in a specific industry;
 Don't use if:
- you're a freshly graduate with little or no professional experience;
- you're changing careers;
- you have big gaps in your work history;
- you've frequently changed jobs.

Functional CV

Overview: widely used in the private sector; emphasizes your personal qualities, skills and achievements; stresses what you have done rather than when and where.

Best used:

- for jobs in private sector if you're just beginning your career;
- when you have gaps in your career history;
- when you want to switch to a completely new career or industry;
 Don't use if:
- you want to emphasize your career growth;

Hybrid CV

Overview: can be used in development and private sector; is a mix of the chronological and the functional CVs; emphasizes both your skills and experience.

Best used:

- if you have a strong career progression with many achievements;
- when you want put an emphasis on some specific skills and qualifications;
- when applying for managerial or executive positions;

Don't use if:

you have little experience or achievements;

Other types of CV

Infographic CV: used in creative industries (marketing, design or journalism)

Technical CV: mostly used for IT roles; highlights specific technical skills Academic CV: suitable when you apply for research or teaching jobs Video CV: more popular in customer-facing and creative roles

CV type	Advantage	Disadvantage
Chronological CV	 It is easy to organise. It is the most familiar and the preferred type of CV for most employers, who simply want to easily identify the roles and responsibilities in each job; Emphasizes steady employment record and Demonstrates career progression; Can "hide" the lack of achievements by detailing your main responsibilities for each job; 	 Calls attention to employment gaps; Makes the job-hopping more obvious; Skills can be difficult to spot;
Functional CV	 De-emphasizes a spotty work history and frequent jobs change; Helps to hide your lack of relevant experience, lack of career progression, or underemployment; Emphasizes what you have to offer as a whole rather than your career progression; Allows you to highlight specific strengths and transferable skills that might not be obvious when outlined in purely chronological order; 	 It is a CV type that raises questions on the applicant's career progression, employment record and also raises suspicion that it covers up inconsistencies, thus is disliked by many employers; Content may appear to lack depth; If you do not have much work experience, you may struggle to highlight achievements in a separate section; Some applicant tracking software programs reject resumes without a chronological work history
Hybrid CV	 Shows off a strong employment record and career progression with many achievements; Emphasizes transferable skills; Enables you to sell your strengths as well as your experience; 	 It is a longer CV as than a functional or chronological CV so may put off some employers;

EuropeAid CV (EU CV)

CURRICULUM VITAE

Role proposed in the project: Include title of the position you are applying for Category: Senior/junior, Category I, II, III

- 1. Family name:
- 2. First names:
- 3. Date of birth: You may include only year of birth if you don't want to provide the full date
- 4. Nationality: should contain information about all your citizenships. No need to include your passport number
- 5. Residence: Town/city, country, no need to provide your full address
- 6. Education: Include only Bachelor's, Master's and PhD

Institution [Date from-Date to]	Degree(s) or Diploma(s) obtained

7. Language skills. (1-excellent; 5-basic): Include only the languages you can work with.

Language	Reading	Speaking	Writing

- 8. Membership of professional bodies:
- 9. Other skills: Only secondary skills. Do not include skills related to your main profession in this section
- 10. Present position: Write only the position title, company name, and location OR independent consultant.
- 11. Years within the firm: If you are an independent consultant, include the number of years as a consultant
- Key qualifications (relevant to the project): List all your key qualifications and skills describing each one as briefly as possible (1-2 lines)

Here are some examples of how to describe your key qualifications:

- More than xx consecutive years of proven working in the field of...
- In depth knowledge and understanding of ...
- Proven experience in programme design (PCM, SWAP, Log frame analysis).
- .
- 13. Specific experience in the region: List only country names and the months and years of your work in the country, the details of each work performed should be reported in the next section "14 Professional experience".

Country	Date from – Date to	
-		

14. Professional experience this section should contain all your professional experience/ consultancies/ permanent or temporary job positions/ any employment

Dates (from month/ year – to month/ year)	Location	Donor; Company (References: person's name and contact details)	Position	Description (Title of the project, description of the project, tasks, responsibilities, results obtained)
	section include the country you worked in during the project/assignm ent, write home- based if you worked from home	State the company that contracted you, not the name of the donor, unless you were directly contracted by the donor	Indicate your specific role within the assignment according to the contract you signed with the employer	include the title of the project, donor if you haven't already mentioned it, budget size and describe the most important activities and achievements using bullet points. Do no give a general description of the project's objectives and activities.

15. Other relevant information:

publications, additional trainings, conferences, awards ...

World Bank CV

CURRICULUM VITAE

Position Title and No.	
Name of Expert:	
Date of Birth:	
Country of Citizenship/Residence	

Education:

List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained.

Employment record relevant to the assignment: should start with present position and list all your assignments in reverse order. Provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references.

Period	Employing organization references title/position	Country	Summary of activities performed relevant to the Assignment

Membership in Professional Associations and Publications:

Language Skills (1 - excellent; 5 - basic): indicate only languages in which you can work

LANGUAGE	READING	SPEAKING	WRITING
English	1	1	1

Adequacy for the Assignment

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks		
List all deliverables/tasks in which you will be involved from the <u>ToR</u> or JD	Exemplify prior projects/jobs that best illustrates capability to handle the assigned tasks. No need to write detailed information about relevant projects/assignments. You did this in employment record section		

Expert's contact information: email: xxxx@gmail.com; phone: +23480611112

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

Name of Expert:	Signature	Date
Name of authorized representative:	Signature	Date

Asian Development Bank (ADB) CV

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Curriculum Vitae

Position Title and No.:	
Name of Firm:	Insert name of firm proposing the expert, if applicable
Name of Expert:	
Date of Birth:	
Citizenship:	

Education: Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment

- PhD
- MSc
- · BSc

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work: Mother Tongue, Excellent, Good Fair Poor):

	Speaking	Reading	Writing
XXXXX		Mother Tongue	
English	Excellent	Excellent	Excellent
XXXXX	Fair	Fair	Poor
XXXX	Good	Good	Good

Employment Record [Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held .:

From [Year]: _	To [Year]:	_
Employer:		
Positions held:		

Detailed Tasks Assigned [List all tasks to be performed under this assignment]	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed Name of assignment or project: Year: Location: Client: Main project features: Positions held:
	Positions held:
	Activities performed:

Expert's contact information: (e-mail: AAAAAAA@outlook.com; Phone: +326 235 2365) Certification

I, the undersigned, certify to the best of my knowledge and belief that:

(i) This CV correctly describes my qualifications and experience

(ii) I am not employed by the Executing or the Implementing Agency

(iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in xxxxx provided team mobilization takes place within the validity of this proposal.

(iv) I was not part of the team who wrote the terms of reference for this consulting services assignment

(v) I am not currently debarred by a multilateral development bank

(vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the "xxxxxxx". I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the proposal.

I understand that any wilful misstatement described herein may lead to my disgualification or dismissal, if engaged.

Date:

Signature of expert

Day/Month/Year

Full name of authorized representative:

African Development Bank (AfDB) CV

Curriculum Vitae

Position Title Name of Firm Name of Exp Date of Birth Citizenship:	n: Insert name of firm prop ert:	oosing the exp	pert, if applicable	Expert's contact information: (e-mail: jussi.kukkula@outlook.com; Phone: +358 40 861 9991) Certification: I, the undersigned, certify to the best of my knowledge and belief that: (i) This CV correctly describes my qualifications and experience									
	ndicate college/university and other sp s, degrees obtained, and dates of obtainm		cation of expert, giving names of	 (ii) I am not employed by the Executing or the Implementing Agency (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in xxxxx provided team mobilization takes place within the validity of this proposal. (iv) I was not part of the team who wrote the terms of reference for this consulting services assignment (v) I am not currently debarred by a multilateral development bank (vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the "xxxxxxxx" I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the proposal. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, it engaged. 									
Employment	record relevant to the assignment:												
Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment										
	n Professional Associations: Ils:(indicate only languages in which you	can work)		Signature of expert Full name of authorized representative:	Date:	Day/Month/Year							

Publications: (title, institution/ magazine, website, or journal, year)

Adequacy for the Assignment								
Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks							
List all deliverables/tasks in which you will be involved from the Jog or JD	Exemplify prior projects/jobs that best illustrates capability to handle the assigned tasks. No need to write detailed information about relevant projects/assignments. You did this in employment record section Name of assignment or project: Year: Location: Client: Main project features: Positions held: Activities performed: 							

Applications with USAID

NAME

Address, city, Country	FROM THE AMERICAN PEOPLI	E								
Mobile: +; E-mail:		ITRACTOR EM	PLOYEE	BIOGRAP			20; Expiration D	ate: 02/28/2014		
Nationality –	1. Name (Last, First, Middle)				tor's Name					
PROFILE SUMMARY	3. Employee's Address (include ZIP code)	l.		4. Contract Number 5. Position Under Contract						
COUNTRIES OF EXPERIENCE	-			6. Propose	ed Salary	7. Duration	n of Assignment			
Africa -: Niddle East — Ssia	8. Telephone Number (include area code)	9. Place of Birth	n	10. Citizer	nship (If non-U.S. c	ičizen, give visa	a status)			
mericas	11. Names, Ages, and Relationship of Dep	endents to Accomp	any Individua	to Country	of Assignment					
KEY QUALIFICATIONS, SKILLS & STRENGHTS	12. EDUCATION (include all college or un	versity degrees)			13 LANGUAGE	F PROFICIENC	Y (see Instruct	ion on Page 2)		
	NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE DATE				Proficiency	Proficiency		
PROFESSIONAL EXPERIENCE 02/2020 - press							1	1		
Inited Nations World Food Programme, Yemen Contribute to the development of Yemen Country Office strategies, policies and programmes to ensure that local needs info		-	-				2/5	2/R		
oountry-wide planning:	-	-	-	_	-		2/5	2/R		
DUCATION	14. EMPLOYMENT HISTORY						1	_		
Naster 2006 – 201 Iniversity Rachelor 1999 - 200 Iniversity	 Give last three (3) years. List salaries duties of proposed assignment. 	ment for services re	ndered. Excl	ude bonuse	s, profit-sharing arr	rangements, co	mmissions, con			
RAININGS AND CERTIFICATION		EMPLOYER'S	5			nployment (MI		nnual Salary		
ertificate in Humanitarian work 06-12/20	POSITION TITLE	POINT OF CON						Dollars		
chool of Social Work, Zimbabwe		-								
ANGUAGES		-				1	_			
nglish – full professional proficiency		-			-		-			
ROFESSIONAL MEMBERSHIP	15. SPECIFIC CONSULTANT SERVICES	(give last three (3)	years)				IENCY (see Instruction on Page 2) IENCY			
	SERVICES PERFORMED	EMPLOYER'S I POINT OF CON			Dates of Employ From	yment (M/D/Y) To				
UBLICATIONS	-	-								
IORKSHOPS, FORUMS AND CONFERENCE		_			_	_		_		
CONTRACTOR OF CONTRACTOR	-									
EFERENCES	16. CERTIFICATION: To the best of m Signature of Employee	y knowledge, the	above facts a	as stated ar	e true and correc					
1. XXXX XXXX: Former Head of Area Office for WFP Somali regional state of Ethiopia	Signature of Employee					Date				
E-mail: <u>poppoppopp</u>	17. CONTRACTOR'S CERTIFICATION (7)									
2. ZZZZZ ZZZZZ, Deputy Country Director, Rwanda, e-mail: x0000000 i@wfp.org	Contractor certifies in submitting this form the contained in this form. Contractor understat this contract. The making of certifications the this contract.	inds that USAID ma	y rely on the	accuracy of	such information in	n negotiating an	nd reimbursing p	personnel unde		

prosecution.

Signature of Contractor's Representative

appropriate remedial action by USAID, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal

Date

3. AAAAA DDDDDD, former Country Director, Swaziland Country Office. e-mail: 20000000, @wfp.org: +2687612569

Applications with UN Agencies (P11 form)

*											TO	SALARIES	PER ANNUM	EXACT TITLE OF YOUR POST:						
INSTRUCTIONS					o Not Write In This ace	22. KNOWLEDGE OF L	ANGUAC	ES. What is y	our mother	tongue?					MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
INSTRUCTIONS		NITED V	NATIONS				B	EAD	W	RITE	5	SPEAK		ERSTAND						
Please answer each question clearly and completely.			L HISTORY			OTHER LANGUAGES	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	NAME OF EMPL	OYER:	TYPE OF BUSINESS:			
Type or print in ink. Read carefully and follow all directi	a.										-		-		ADDRESS OF EN	NAME OF SUPERVISOR:				
1. Family Name Fir	Name Mi													NO. AND KIND OF EMPLOYEES	REASON FOR					
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your ability to engage i YES		If	'yes", please describe.					A	TENDED											
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									_											
						B. FREVIOUS POSTS (IN REVERSE ORDER)														
15. Have you any depende	15. Have you any dependents? YES D NO ED If the answer is "yes", give the following information:					B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or									FROM	TO		S PER ANNUM	EXACT TITLE OF YOUR PO	ST:
	125 L NOW IN	e answer is	yes, give the following	ng information:		apprenticeship)				1	ATTENDE				MONTH/YEAR	MONTH YEAR	STARTING	FINAL		
NAME Date	of Birth Relatio	nship	NAME	Date of Birth	Relationship						FROMT	0 0	CERTIFIC							
						NAME, PLACE AI	DCOUN	DKY	TYP	E M	/Tear M	/Tear Di	PLOMAS	OBTAINED	NAME OF EMPL	OYER:	TYPE OF BUSINESS:			
		-			-	-					-				ADDRESS OF EN	PLOYER:			NAME OF SUPERVISOR:	
16. Have you taken up legs	permanent residence s	tatus in any	country other than that	t of your nations	lity	25. LIST PROFESSIONAL	SOCIETIE	S AND ACTI	TTIES IN C	IVIC, PUBLIC	OR INTER	NATIONAL	AFFAIRS		1				NO. AND KIND OF EMPLOYEES	REASON FOR
YES D NO E	If answer is '	'yes", which	country?		11.0%														SUPERVISED BY YOU:	LEAVING:
17. Have you taken up any If answer is "yes", expl	NO 🖾	DESCRIPTION OF YOUR DUTIES																		
18. Are any of your relatives employed by a public international organization?					26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Do not attach)												a non or room	00120		
If answer is "yes", give	the following informati	on:		YES D NO	120									6						
NAME		Relation	ship	Name of Interna	tional Organization	27. EMPLOYMENT RECORD: Starting with your present post, but in present order every employment you have had. Use a								linea						
						zeparate block for each post.	Include als	o service in the	armed force.	t and note any	period duri	ng which you y	were not ga	ophilly						
19. What is your preferred field of work?						employed. If you need more z or present post.	pace, anaci	n autoconal pag	ber of the ray	te clar. Grie b	nin gross an	a net catariec j	рег аюши,	for your tait	FROM	то	SALARIES	PER ANNUM	EXACT TITLE OF YOUR POST:	
20. Would you accept employment for less than a splication for employment with the UN? If so when:						A. PRESENT POST (LAST)	OST, IF N	OT PRESENTL	FIN EMPLO	FMENTL.					MONTH/YEAR	MONTH YEAR	STARTING	FINAL		

Structure of a Cover Letter

NAME SURNAME Address, city, country 🐗 1. Contact Details Section +136 236 1236 123 💺 name.surname@gmail.com = Date when submitting the application 2. Salutation Section To the Hiring Committee, I am a professional Engineer with more than two decades in leading and managing cross-functional teams in the field of Solid Waste and Waste Water Treatment, Environmental Industry, Construction Management, 3. Opening Paragraph New Business Development, and Organizational Development. My solid expertise in managing international large-size engineering projects together with my academic background culminating with a Master's Degree in Engineering coupled with a diploma in Project Management, recommend me for the Team Leader - Engineer position in your company where I can drive continuous process improvements in support of operational goals. I bring long-term experience working in Asian developing countries and in Europe in various positions managing and leading multimillion solid waste and wastewater treatment projects. While working as Team Leader in Vietnam, I managed two large Solid Waste projects with a value of 22 M€ and 14M€ and one mid-size project of 2,8 M€ value, all of them being implemented following FIDIC Yellow Book CoC, the procedures of which I know very well. In all these years working in management roles, I built a proper know-how in terms of carrying out project activities from project development till handing over, and can therefore offer a very strong experience in 4. The most important part project identification, assessment, and management along with a deep knowledge of administration, procurement, logistics and finance. I'm a good hands-on person in implementing programs and coordinating teams up to 40 people having great flexibility and capacity to work under stress and strict deadlines. showing what you have to offer Besides projects design and implementation, the years' long professional association with different companies earned me a rich experience of analytical writing, internal and external coordination, progress & process monitoring, effective donor liaising, dialogue and consultation. My experience interacting with local authorities The Body helped me build good networking and collaboration skills wherever I worked. It's worth mentioning that I have rich experience of partnership management and capacity building of local actors, government departments and networks having had the opportunity to train and coach their staff on municipal services delivery and technology transfer. My greatest strength lies in my ability to provide great leadership, determine needs, transform strategic plans into workable solutions and communicate effectively with people and I believe that these are extensively crucial 5. The paragraph for soft skills especially in the success of this role. I have been working with various groups, ranging from one-organization teams to large multi-origin groups. I can work with people within a multicultural environment motivating and inspiring them, sharing knowledge and supporting their growth. I have a good experience building cohesive work environments leading to improvements in performance and productivity. In short, given my diverse relevant experience and my skills and qualifications developed over the years, as well as my familiarity with the Asian culture gained while managing projects throughout Vietnam, Thailand, and China, 6. Conclusion I am quite optimistic that I will be given a chance to have an interview with you and to prove my worth for the position. I welcome the opportunity of having an interview to have the chance to provide further information and showing all my enthusiasm, dynamism and competence. Thank you in advance for your time and consideration. 7. Closing Section Sincerely, 8. Signature Name Surname