**XYZ- CV**

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**Academic Qualifications**

**Masters level**

Grade Obtained:

Course Start Date:

Course End Date:

Degree Award Date:

**Bachelor Level**

Institute Name:

Grade Obtained:

Course Start Date:

Course End Date:

Diploma Award Date:

**Higher Secondary School**

Institute name:

Grade Obtained:

Course start date:

Course End Date:

Degree Awarded Date:

**Secondary School Certificate**

Institute Name:

Grade Obtained:

Course Start Date:

Course End Date:

Degree Awarded Date:

**Work Experience**

**Designation:**

**Time Period:**

**Duties and Responsibilities**:

**Skills Gained:**

**Trainings undertaken( If applicable)**

**Extra-curricular activities & hobbies**: (travel, play, read……)

**References (Please provide information from your academics or work)**

|  |  |
| --- | --- |
| ***Referee 1*** | ***Referee 2***  |
| Name: Position: Organisation: Address: E-mail Contact No:  | Name: Position: Organisation: Address: E-Mail:Contact No:  |