**Name:**

PICTURE

*Add your picture here*

Address:

Date of Birth:

E-mail:

Phone number:

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Title** *ex. Waiter/waitress* | Date: *ex. January – December 2014* |  |
|  |  |
| Where *ex. Abyssinia restaurant*  Tasks |  |  |

* *ex. Serving food and drinks*
* *ex. Managing cash register*
* 

|  |  |  |
| --- | --- | --- |
| **Title** | Date: |  |
|  |  |
| Where  Tasks |  |  |

* 
* 
* 

**EDUCATION AND TRAINING**

|  |  |
| --- | --- |
| **Studies:** *ex. Languages and/or mechanics in high school* | Date: |
| Where |  |
|  |  |

**VOLUNTEERING**

**What:** *ex. Leader in the Scouts* Date:

Where

Tasks

* *ex. Organizing activities with youth*
* …

**PERSONAL SKILLS – TRANSFERABLE SKILLS**

**Language Skills** *ex. Amharic (mother tongue), Oromo (very good), English (basic)*

**Social Skills**

 *ex. Team player and motivate others*

 ….

* …

**Job Skills**

* *ex. Hard worker and good work attitude*
* …
* …

**Computer Skills**

* *ex. Good with Word, PowerPoint and Excel*
* ...