

**FULL NAME (AS PER PASSPORT)**

**PERSONAL PROFILE**

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| Write a brief synopsis of yourself, in third person form to showcase to future employers |

**CANDIDATE DETAILS** (Use ✓ where needed)

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| --- | --- | --- | --- | --- |
| **Work Experience** | **Teacher** | **Middle Manager** | **Senior Manager** | **Total Experience** |
| **Years + Months** |  |  |  |  |
| **Date of Birth** |  | **Nationality** |  |
| **Age** |  | **Marital Status** |  |
| **Spouse Coming (if married)** | **Yes** |  | **No** |  | **Spouse Occupation** |  |
| **Children Coming (<18)** | **Yes** |  | **No** |  | **Details - Gender & Age** |  |
| **Pets Coming** | **Yes** |  | **No** |  | **Details** |  |
| **Current Location** |  | **Availability/Notice Period** |  |

|  |  |
| --- | --- |
| **Contact Details** |  |
| **Contact Email** | **Contact Tel** | **WhatsApp** | **WeChat** |
|  | **+** | **+** |  |
| **Skype** | **MS Teams** | **Google Meet** | **LinkedIn** | **Facebook** |
|  |  |  |  |  |

**EDUCATION HISTORY** (Most recent at the top)

|  |  |
| --- | --- |
| **University Name - District, Country** | **MM/YYYY - MM/YYYY** |
| Full Course Title (Subject Specialism) – Grade Outcome | Full Time/Part Time – In-Person/Online |

|  |  |
| --- | --- |
| **University Name - District, Country** | **MM/YYYY - MM/YYYY** |
| Full Course Title (Subject Specialism) – Grade Outcome | Full Time/Part Time – In-Person/Online |

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| **University Name - District, Country** | **MM/YYYY - MM/YYYY** |
| Full Course Title (Subject Specialism) – Grade Outcome | Full Time/Part Time – In-Person/Online |

**EMPLOYMENT HISTORY** (Most recent at the top)

|  |  |
| --- | --- |
| **Employer Name - Country** | **MM/YYYY - MM/YYYY** |
|  |  |
| **Job Title**  |  | Full Time/Part Time – In-Person/Online |
| **Responsibilities and Achievements:** |
| * List as many responsibilities as possible highlighting the key points in bold.
* The more detailed points you can add the better
* Avoid writing paragraphs
 |
| **Reason for Leaving** |  |

|  |  |
| --- | --- |
| **Employer Name - Country** | **MM/YYYY - MM/YYYY** |
|  |  |
| **Job Title**  |  | Full Time/Part Time – In-Person/Online |
| **Responsibilities and Achievements:** |
| * List as many responsibilities as possible highlighting the key points in bold.
* The more detailed points you can add the better
* Avoid writing paragraphs
 |
| **Reason for Leaving** |  |

|  |  |
| --- | --- |
| **Employer Name - Country** | **MM/YYYY - MM/YYYY** |
|  |  |
| **Job Title**  |  | Full Time/Part Time – In-Person/Online |
| **Responsibilities and Achievements:** |
| * List as many responsibilities as possible highlighting the key points in bold.
* The more detailed points you can add the better
* Avoid writing paragraphs
 |
| **Reason for Leaving** |  |

|  |  |
| --- | --- |
| **Employer Name - Country** | **MM/YYYY - MM/YYYY** |
|  |  |
| **Job Title**  |  | Full Time/Part Time – In-Person/Online |
| **Responsibilities and Achievements:** |
| * List as many responsibilities as possible highlighting the key points in bold.
* The more detailed points you can add the better
* Avoid writing paragraphs
 |
| **Reason for Leaving** |  |

|  |  |
| --- | --- |
| **Employer Name - Country** | **MM/YYYY - MM/YYYY** |
|  |  |
| **Job Title**  |  | Full Time/Part Time – In-Person/Online |
| **Responsibilities and Achievements:** |
| * List as many responsibilities as possible highlighting the key points in bold.
* The more detailed points you can add the better
* Avoid writing paragraphs
 |
| **Reason for Leaving** |  |

**LANGUAGES** (Use ✓ where needed)

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| --- | --- | --- | --- | --- | --- | --- |
| **Language** | **Native** | **Near Native** | **Fluently** | **Intermediate** | **Conversational** | **Basic** |
| English |  |  |  |  |  |  |
| Language Spoken |  |  |  |  |  |  |
| Language Spoken |  |  |  |  |  |  |

**HOBBIES & INTERESTS**

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| * List hobbies and interest that would ADD VALUE to the employer
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