# Curriculum Vitae template 2019

# Swedish Institute (SI) Scholarships for the Western Balkans and Turkey for master’s level studies

### Instructions

To be eligible for the SI Scholarships for the Western Balkans and Turkey, you must provide a CV in your scholarship application.

* The CV should only contain relevant information about your experience and background in accordance with the categories and headings in the template.
* You must attach a copy of your passport as a last page. Your personal data including name, citizenship and photograph must be shown clearly. If you are waiting for a passport to be issued, you can attach a copy of another identity document (such as national ID card) that clearly shows your citizenship in English. If your identity document is not in English, you must also attach a translation from an official notary with the notary’s appropriate official stamp.
* You may not alter the formatting of the template nor create new categories or headings in the form. **Alterations will render your application ineligible**.
* Fill out separate entries for each experience/degree/network engagement/scholarship as needed under each category. Delete any headings or entries you deem unnecessary according to your situation.
* All entries under each category must be ordered chronologically, starting from the most recent.
* The completed CV may **not exceed 3 pages**, excluding the passport copy. Any pages exceeding the maximum will not be considered.
* The completed CV should be converted into PDF format before you upload it in the application portal. Do not include this instructions page when converting into a PDF document.
* Do not attach other annexes than copy of your passport (or other valid identity document). Any other annexes will be disregarded.
* If you are using a Mac computer and are unable to click on the drop-down lists, try filling out the CV on a PC instead.

|  |  |
| --- | --- |
| **PERSONAL INFORMATION** | Replace with First name(s) Surname(s) as shown on passport |
|  | |
|  | Replace with your current residence address: house number, street name, city, postcode, country |
| Replace with your telephone number, incl. country code Enter mobile number, incl. country code |
| Replace with your e-mail address |
| **Sex** Choose one | **Date of birth** YYYY-MM-DD | **Citizenship** Replace with citizenship/-s |

|  |  |
| --- | --- |
| **WORK EXPERIENCE** | [Fill out separate entries for each experience/employer. Start from the most recent. Maximum 3 entries, I applicable minimum 1 with leadership experience. Remove any headings left empty.] |

|  |  |
| --- | --- |
| Replace with dates (from - to) | Replace with occupation or position held |
| Replace with employer’s name and locality (if relevant, website) |
| * Replace with your main tasks and responsibilities * If you were in a leadership position, please describe it briefly and indicate how many employees were under your supervision, if applicable |
| **Industry/Sector:** Replace with type of industry or sector  **Brief description of organisation:** Describe what the organisation does, how many employees etc. |
| Replace with dates (from - to) | Replace with occupation or position held |
| Replace with employer’s name and locality (if relevant, website) |
| * Replace with your main tasks and responsibilities * If you were in a leadership position, please describe it briefly and indicate how many employees were under your supervision, if applicable |
| **Industry/Sector:** Replace with type of industry or sector  **Brief description of organisation:** Describe what the organisation does, how many employees etc. |
| Replace with dates (from - to) | Replace with occupation or position held |
| Replace with employer’s name and locality (if relevant, website) |
| * Replace with your main tasks and responsibilities * If you were in a leadership position, please describe it briefly and indicate how many employees were under your supervision, if applicable |
| **Industry/Sector:** Replace with type of industry or sector  **Brief description of organisation:** Describe what the organisation does, how many employees etc. |

|  |  |
| --- | --- |
| **EDUCATION AND TRAINING** | [Fill out separate entries for each degree/course. Fill out any exchange studies as a separate entry. Start from the most recent. Remove any headings left empty.] |

|  |  |
| --- | --- |
| Replace with dates (from - to) | Replace with qualification awarded |
| Replace with education or training organisation’s name and locality (if relevant, country) | |
| * Replace with a list of principal subjects covered or skills acquired | |
| Replace with dates (from - to) | Replace with qualification awarded |
| Replace with education or training organisation’s name and locality (if relevant, country) | |
| * Replace with a list of principal subjects covered or skills acquired | |
| Replace with dates (from - to) | Replace with qualification awarded |
| Replace with education or training organisation’s name and locality (if relevant, country) | |
| * Replace with a list of principal subjects covered or skills acquired | |

|  |  |
| --- | --- |
| **NETWORK/CIVIL SOCIETY ENGAGEMENT** | [Fill out separate entries for each engagement, if applicable. Start from the most recent. Remove any headings left empty.] |

|  |  |
| --- | --- |
| Replace with dates (from - to) | Replace with name of network/civil society organisation |
|  | * Replace with your main tasks and responsibilities * Replace with a brief description of network/civil society organisation: Describe what the organisation does, how many members, provide a web address if available etc. * Replace with a brief description of one main achievement you accomplished within the network/organisation |
| Replace with dates (from - to) | Replace with name of network/civil society organisation |
|  | * Replace with your main tasks and responsibilities * Replace with a brief description of network/civil society organisation: Describe what the organisation does, how many members, provide a web address if available etc. * Replace with a brief description of one main achievement you accomplished within the network/organisation |
| Replace with dates (from - to) | Replace with name of network/civil society organisation |
|  | * Replace with your main tasks and responsibilities * Replace with a brief description of network/civil society organisation: Describe what the organisation does, how many members, provide a web address if available etc. * Replace with a brief description of one main achievement you accomplished within the network/organisation |
| Replace with dates (from - to) | Replace with name of network/civil society organisation |
|  | * Replace with your main tasks and responsibilities * Replace with a brief description of network/civil society organisation: Describe what the organisation does, how many members, provide a web address if available etc. * Replace with a brief description of one main achievement you accomplished within the network/organisation |

|  |  |
| --- | --- |
| **PREVIOUS SCHOLARSHIPS/AWARDS** | [Fill out separate entries for each scholarship/award, if applicable. Start from the most recent. Remove any headings left empty.] |

|  |  |
| --- | --- |
| Replace with dates (from - to) | Replace with name of awarding organisation/scholarship programme |
|  | * Replace with type of studies/programme/project, name of school/university/institute/organisation, city and country. |
| Replace with dates (from - to) | Replace with name of awarding organisation/scholarship programme |
|  | * Replace with type of studies/programme/project, name of school/university/institute/organisation, city and country. |
| Replace with dates (from - to) | Replace with name of awarding organisation/scholarship programme |
|  | * Replace with type of studies/programme/project, name of school/university/institute/organisation, city and country. |
|  | |
| **ADDITIONAL INFORMATION** |  |
| **Digital content** that you consider relevant for your application | Replace with a link (s) to your personal webpage(s) and/or social media account(s) |
| Replace with a link to any other digital content produced by you |
| **Publications/conferences** | Replace with a list of publications (co)authored by you and/or conferences you participated in as a speaker |
|  | |
| **ANNEX** |  |
|  | * Attach a copy of your passport or copy of national ID card which shows citizenship in English * Do not attach any other documents (e.g. diplomas, certificates etc.) |