



# CV TEMPLATE IN RWANDA(2025 VERSION)

*CV must with FONT of Times New Roman and 14 size on Titles and 12 size on text. Try to highlight only relevant documents to achieve maximum 3 pages*

## (Title..)CURRICULUM VITAE

### PERSONAL IDENTIFICATION

Full Names:

Phone Number: +2507....

Email:

Disability:

Place of Residence:

Top Professional Degree: *Put your last achieved degree*

### PROFILE

*Type your own summary between 2 and 4 sentences..... See example on [cv sample](#)*

.....

....

### EDUCATION BACKGROUND

*(Write from the last college where you got your last top professional degree and continue from top to Bottom)*

From(year) – To(year) Qualification Name, College name, College location(*district*).

- *Put relevant coursework meets with job needs(btn 2 to 4)*
- K
- k.

From(year) – To(year) Qualification Name, school name, College location(*district*).

- *Put relevant coursework meets with job needs(btn 2 to 4)*
- K
- k.



..... continue.....

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## **WORKING EXPERIENCE**

*(Write from the last work)*

From(year) – To[(year) (if you still work on, write “Now”)] Your position, Company/institution name, Company location(district)

- *Type your duties or responsibilities in institution/company(btn 3 and 5)*
- *K*
- *K*
- *L*

From(year) – To(year) Your position, Company/institution name, Company location(district)

- *Type your duties or responsibilities in institution/company(btn 3 and 5)*
- *K*
- *K*
- *L*

...continue for your choice.....

## **PROFESSIONAL CERTIFICATE**

*Show your certificate that meets with job/training requirements for description. You can put there anything you achieved like books publicized, training attended, achievements, etc. ....*

From(month/year) – To(month/year) Certificate name, school/institution name(you can put it together with their partners), Institution location(district)

Add *Some skills gained: competence courses....*

...

”””



## SKILLS

### 1. Hard:

✓ Put your technical skills which specialized to you, which can helps to achieve job easily, or meets with job requirements. May be softwares you know, driving lisenca, etc...

✓ k.....

.....

### 2. Computer:

No	Type	Level of skills
1	Name(like Ms word)	Poor, Good, Very Good
2	.....	.....
3	.....	

.....continue.....

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### 3. Language

*May be Poor, Begineer, Proficient, Very Good, Excellent*

No	Languages	Reading	Writing	Listening	Speaking
1	name	.....	Excellent	Very Good	Excellent
2	.....	Excellent	.....	Excellent	Excellnt
3	.....	Proficient	good	good	.....

### 4. Soft: Type your natural habits skills that meets with job requirements

.....Time management

.....Problem solving

.....continue.....

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## INTEREST AND HOBBIES

*What you love to do after work*

*Please, Start with ‘*

*After work, I prefer to: .....Doing Sport, .....Entertainment , .....*



## **REFERENCE**

*Highlight people they know you...Don't consider people from your family. At least 3 Referees>>>>it is good if you type Your Boss(Employers) in Companies you put in Experience or Trainer from school*

\* Personal Name – His/Her position **at** company/Institution name.

**Contact:** 07000000. Or his/her Email

\* Karim JK - Technician at GUI Garage Ltd

Contact: 07387777

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*(Write...)* I hereby confirm that all formation mentioned above is true

Signature(*E-sign is available on [careerprodocs.com](http://careerprodocs.com)*)

Your Full Names



*Make your own CV for free on [careerprodocs.com](https://www.careerprodocs.com) | [info@careerprodocs.com](mailto:info@careerprodocs.com)*