**Standardized resume (cv)**

*If necessary add extra rows.*

**Personal data**

|  |  |
| --- | --- |
| Name |  |
| Date of birth |  |
| Place and country of birth |  |
| Nationality |  |
| Address |  |
| Civil service number |  |

**Education and qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution | Training/course  | Period of time | Diplomas and certificates  |
|  |  | from … till … | Yes / No |
|  |  | from … till … | Yes / No |
|  |  | from … till … | Yes / No |
|  |  | from … till … | Yes / No |
|  |  | from … till … | Yes / No |

**Work Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Work experience: position and organisation | Duration*(mm/yyyy)* | Description of responsibilities, such as: * Focus areas
* Tasks and responsibilities
* Number of staff under direct or indirect responsibility
 | Contract hours or time involved | Actual time spent each week or month |
|  | from … till present |  |  |  |
| *Example 1:**Manager at XYZ-bank* | *from April 2015 till December 2018* | * *Finance, Risk*
* *responsible for operational risk management, KYC*
* *Approx 100 employees*
 | n/a | n/a |
|  | from… till …  |  | n/a | n/a |
|  | from… till … |  | n/a | n/a |
|  | from… till … |  | n/a | n/a |
|  | from… till … |  | n/a | n/a |

**Supervisory board level experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Board position and organization | Duration*(mm/yyyy)* | Focus areas: membership of committees or responsibilities. Please also indicate duration | Contract hours or time involved | Actual time spent each week or month |
| *Example:**Non-executive at ABC company*  | *from December 2018 till present* | * *Member of the Supervisory Board, since February 2019 also member of the Audit Committee*
 | *4 hours per month* | *6 hours per month* |
|  | from … till present |  |  |  |
|  | from …. till … |  | n/a | n/a |

**Extracurricular positions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Extracurricular positions (paid or pro-bono) and organisation | Duration*(mm/yyyy)* | Explanation of responsibilities  | Contract hours or time involved | Actual time spent each week or month |
| *Example:**National Opera in [London], Chairman of the Board* | *from december 2015 till present* | *Voorzitter:** *Prepare and chair the Board meetings (once every two months)*
* *Support and challenge the Directors Involved in the fundraising activities*
 | *2 hours per month* | *2 hours per month* |
|  | from … till present |  |  |  |