

CURRICULUM VITAE FOR LONG-TERM TRAINING

I. Personal Details

- a. Name :
- b. Employee ID :
- c. Position Title :
- d. Place of Posting & Agency :
- e. Date of Appointment :

II. Course applied for :

III. Details of Academic Qualification (*Degree & above for Masters/ PhD*)

Sl. No.	Qualification	Major Subjects Studied	Institute	Country	Duration	
					From	To
1.						
2.						
3.						

IV. Details of Key Training, Meetings & Workshops Attended

Sl. No.	Theme	Institute & Country	Duration		How did you contribute to your organization after attending it?
			From	To	
1.					
2.					
3.					

V. Professional Experience & its Major Achievements

Sl. No.	Designation	Duration		Responsibility	Major Achievements
		From	To		
1.				1. 2. 3.	1. 2. 3.

VI. List your relevant skills for the applied course.

VII. Briefly explain (*point-wise*) what you intend to learn from your applied course and how will it help to achieve your goals?

VIII. Briefly mention (*point-wise*) your special achievements or contribution (*personal/ professional*) if any that did not include the above.