

Guidance to the Completion of the EuropeAid CV

The EuropeAid CV is one of the standard forms used in connection with the implementation of projects and activities that relate to the European Union's external aid programme. Completed CVs should be no more than 4 pages long; a full list of all your professional experience is therefore not necessary. Information provided should however clearly show the length of your professional experience and level of seniority. Please note, supporting documentation should be available for all information provided in your CV as it is regular practice for client organisations to request copies of this material as part of the contracting process. The following notes outline the specific requirements of the main sections of the CV.

SECTION	REQUIREMENTS
Proposed Role in the Project	To be completed by ESEP Global.
9. Other Skills	Please provide details of any skills or professional qualifications that are not listed elsewhere in the CV.
12. Key Qualifications	Please provide a summary of your main areas of experience and expertise. Where appropriate, provide facts and figures to support statements. Information provided as bullet points is acceptable.
13. Specific Experience in the Region	Please provide details of any work undertaken outwith the UK. Information provided should include the name of the project plus project reference (where applicable), the client, dates (month and year) and outline of activity
14. Professional Experience	Dates should include reference to both the month and the year. Please list your most recent experience first.