Cover Letter / Expression of Interest

Please include your daily rate in this letter.

Curriculum Vitae (CV) – Either insert your own or fill out the fields below

**1. Name of Staff** [*Insert full name*]:

**2. Current Employer**:

**3. Date of Birth**: **Nationality**:

**4. Education**

|  |  |  |
| --- | --- | --- |
| School, college and/or University Attended | Degree/certificate or other specialized education obtained  | Date Obtained |
|  |  |  |
|  |  |  |

**5. Professional Certification or Membership in Professional Associations**:

**6. Other Relevant Training**:

**7. Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]:

**8. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing.*]:

**9. Employment Record** [*Starting with present position, list in reverse order every employment held*]:

From [*Year*]: To [*Year*]:

Employer:

Positions held:

|  |
| --- |
| **10. If not Included in CV, Please Include Work Undertaken that Best Illustrates Capability to Handle the Tasks Described in the RFI** [*You may include up to five assignments in this section.*]Name of assignment or project: Year: Location: Client: Main project features: Positions held: Activities performed:  |

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**Certification**

I certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience.

I understand that any wilful misstatement or misrepresentation herein may lead to my disqualification or removal from the selected team undertaking the assignment.

 Date:

*[Signature of staff member]* *Day/Month/Year*