

Standard Instructions for Writing a CV

General Instructions:

Applicant **MUST NOT** leave any gap or any time period unaddressed. Application can be refused for not addressing any period.

Applicant **SHOULD** provide complete information about himself with correct spells & grammar.

All details **MUST BE** true and fair.

Format:

Categories	Points to be included
Personal Information	Name Date of birth Address Contact Number Email Gender Photograph
Work Experience	Duration (From/To) Occupation and position held Main activities Name and address of employer (Please mention complete history till to-date. Please DO NOT miss any period).
Education and Training	Duration (From/To) Title of Qualification Major areas studied Name of School/College/University
Personal Skills and Competencies	Social Skills and Competencies Organizational Skills and Competencies Technical Skills and Competencies Computer Skills and Competencies Other Skills and Competencies Driving Licence
Languages	Mother tongue Other languages (Please identify in terms of understanding, reading, writing, speaking and listening)
Hobbies	(Please mention your favorite activities you normally like to do in leisure hours. You may mention more than one activity)
Additional Information	(You may mention any additional information you want to disclose in your CV which has not been addressed above).
References	(To be furnished on demand)

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