

7.0 **GUIDELINES FOR DETAILED CURRICULUM VITAE**

1. PERSONAL INFORMATION

NAME SEX

PRESENT EMPLOYER MARITAL STATUS NATIONALITY

ADDRESS AND TEL.

E-MAIL:

2. ACADEMIC AND PROFESSIONAL QUALIFICATIONS

(Degrees and memberships: state place obtained, Reg. Nos., date, class)

3. FURTHER TRAINING (Seminars, Workshops, Conferences attended)

4. PUBLICATIONS (If any)

5. PROFESSIONAL EXPERIENCE

- a. Period: e.g. 2000 -2003
- b. Employer: e.g. DANGOTE Cement Industry
- c. Position: e.g. Design Engineer in Directorate of Designs
- d. Project: e.g. Installation of Kiln (describe project briefly)
- e. Involvement: e.g. What you were assigned to do in this project and what responsibilities you took.
- f. Achievements:
Engineering skills gained (in Design, Construction, maintenance, Installation, Research, Planning, Operations, etc), what you believe you now know as an engineering problem encountered and solutions you suggested.
- g. Repeat from *a* to *f* as necessary.