

<Academic Background>

Level of Education	Name and Location of Institution	Year and Month of Entrance and Completion	Duration of Attendance (Include long recesses like summer break, etc.)	Required Years for Graduation	Medium of Instruction	Diploma or Degree awarded, Major subject, Skipped years/level
[Upper Secondary] High School	Name of School (City, Country)	Entrance-Completion (YYYY, MM)	years and months	years		
[Bachelor's Degree] University	Name of School (City, Country)	Entrance-Completion (YYYY, MM)	years and months	years		
[Master's Degree] Graduate School	Name of School (City, Country)	Entrance-Completion (YYYY, MM)	years and months	years		
If applicable [Second Degree(s)] e.g., University, Graduate School, etc.	Name of School (City, Country)	Entrance-Completion (YYYY, MM)				
If applicable [Other School(s)] e.g., Research Student, Vocational School, Community College, etc.	Name of School (City, Country)	Entrance-Completion (YYYY, MM)				

<Professional History>

Title, Name of Organization, Location (City, Country), Contact Information of Organization	Language Used	Duration of Employment
[Most Recent Position]		[From YYYY, MM to YYYY, MM]
[Previous Position]		[From YYYY, MM to YYYY, MM]
[Second Previous Position]		[From YYYY, MM to YYYY, MM]
	Total Years of Employment to Date	years *You may include the years that are not listed above