



UNITED REPUBLIC OF TANZANIA  
MINISTRY OF WORKS  
**ENGINEERS REGISTRATION BOARD**

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ISO 9001:2015 Certified

## GUIDELINES FOR DETAILED CURRICULUM VITAE

### 1. PERSONAL INFORMATION

NAME  
SEX  
PRESENT EMPLOYER  
MARITAL STATUS  
NATIONALITY  
ADDRESS AND TEL.NO.

### 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 EXPERINCE

- (a) **Period:** e.g. 1984 – 1988
- (b) **Employer:** e.g. TANESCO
- (c) **Position:** e.g. Design Engineer in Directorate of Designs
- (d) **Project:** e.g. Electrification of HIMO Township (describe project briefly)
- (e) **Involvement:** 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 engineer: problems encountered and solutions you suggested.

\* *Repeat from a to f as necessary.*

### 6. CONCLUSION

I certify that to the best of my knowledge, the information contained herein is true and correct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Official stamp