

GUIDELINES FOR PREPARATION OF RESUME FOR FOR EXTERNAL CANDIDATES.

Please make sure to provide ALL the information requested in these guidelines. INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED. Please also refer to the additional note indicated at the bottom of these guidelines.

A. Cover letter

Please elaborate, in a concise statement NOT EXCEEDING ONE PAGE why you consider yourself qualified for the particular position you are applying for. Clearly relate this statement to the specific educational background, skills, competencies and professional experience stipulated in the Vacancy Announcement.

B. Curriculum Vitae

I. Personal data

Name (Last, First, Middle Initial)

Address

City, Region/State, Postal Code

Telephone/Facsimile (Please note this number maybe used for confidential communications)

E-mail address

DOB: Age:

Nationality/Nationalities (Please indicate all the nationalities held.)

Gender, Marital Status

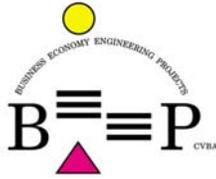
II. Education

List the degree( s) and maj or area of study. Indicate the date (in reverse chronological order), the name of the institution and location where the degree was obtained.

III. Summary of Professional skills and/or expertise.

Field of expertise (be as specific as possible) i. e. Finance, Human Resources, Audit, Procurement.

Credentials or professional training relevant to expertise. Computer skills (both hardware and software).



#### IV. Summary of relevant work experience.

Please provide an overview of work history in reverse chronological order. Provide dates, your title, employer, type of business, location, the area of work and major accomplishments. Please include salary history. Please indicate any management experience including specific achievements. Please specify any Financial markets related experience

#### V. Publications

Provide a list of publications, if any, which should not exceed 4.

#### VI. Languages

Mother tongue  
Other languages. Indicate written and verbal proficiency  
(Fluent/full working knowledge/minimal working knowledge ) .

#### VII. Other

Please name three referees (with complete addresses) who are in a position to provide information on your professional achievements. Please ensure the following statement is included in the resume and that it is signed and dated.

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE B.E.E.P. TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

#### NOTE:

Please make sure to send your application only to the addressee indicated on the vacancy announcement. Send your application electronically (via e-mail), please send it as a WordPerfect, Microsoft Word or ASCII file.

Please send a complete application for each vacancy announcement. . As your completed resume will be stored electronically, applications completed with a word processor would be preferable. Kindly use a clearly legible font, such as ARIAL or TIMES NEW ROMAN. Please use plain white paper and do not use any shading or lines in the printout. Limit the resume to 3-4 pages.