



Swedish Institute (SI) Scholarship Programmes

Enclosure to the application for *SI Scholarship for Global Professionals* and *SI Scholarship for South Africa* for master's level studies in Sweden starting in the academic year 2021/2022

CURRICULUM VITAE TEMPLATE (Instructions)





To be eligible for [SI Scholarships for Global Professionals](#) and [SI Scholarship for South Africa \(SISSA\)](#), you must provide a CV in your scholarship application.

- The CV should only contain relevant information about your experience and background in accordance with the categories and headings in the template. You must attach a copy of your passport as a last page. Your personal data including name, citizenship and photograph must be shown clearly. If you are waiting for a passport to be issued, you can attach a copy of another identity document (such as national ID card) that clearly shows your **citizenship** in English. If your identity document is not in English, you must also attach a translation from an official notary with the notary's appropriate official stamp. However, a passport copy may be required by SI in the selection process.
- You may not alter the formatting of the template nor create new categories or headings in the template. **Alterations will render your application ineligible.**
- Fill out separate entries for each experience/degree/network engagement/scholarship as needed under each of these categories. Delete any headings or entries you deem unnecessary according to your situation. You can add entries (except under the category "work experience") as long as the CV does not exceed 3 pages.
- All entries under each category must be in reverse chronological order, starting from the most recent.
- The completed CV may **not exceed 3 pages**, excluding the passport copy. Any pages exceeding the maximum will not be considered.
- The completed CV (including passport copy) should be converted into PDF format before you upload it in the application portal. Do not include this instruction page when converting into a PDF document.
- Do not attach other annexes than copy of your passport (or other valid identity document). Any other annexes will be disregarded.
- If you are using a Mac computer and are unable to click on the drop-down lists, try filling out the CV on a PC instead.



CV Template – SISGP and SISSA

PERSONAL INFORMATION Replace with First name(s) Surname(s) as shown on passport

-  Replace with your current residence address: house number, street name, city, postcode, country
-  Replace with your telephone number, incl. country code  Enter mobile number, incl. country code
-  Replace with your e-mail address

Sex Choose one | **Date of birth** YYYY-MM-DD | **Citizenship** Replace with citizenship/-s

WORK EXPERIENCE

[Fill out separate entries for each experience/employer. Start from the most recent. [Maximum 3 entries](#). Remove any headings and entries left empty.]

- Replace with dates (from - to) **Replace with occupation or position held**
Replace with employer's name and locality (if relevant, website)
- Replace with your main tasks and responsibilities
 - If you were in a leadership position, please describe it briefly and indicate how many employees were under your supervision, if applicable
- Industry/Sector** Replace with type of industry or sector
Brief description of organisation Describe what the organisation does, how many employees etc.
SDG most closely related to the work you did at this position Choose one SDG
- Replace with dates (from - to) **Replace with occupation or position held**
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Brief description of organisation Describe what the organisation does, how many employees etc.
SDG most closely related to the work you did at this position Choose one SDG

EDUCATION AND TRAINING

[Fill out separate entries for each degree/course. Start from the most recent. Remove any headings and entries left empty.]

- Replace with dates (from - to) **Replace with qualification awarded**
Replace with education or training organisation's name and locality (if relevant, country)
- Replace with a list of principal subjects covered or skills acquired
- SDG most closely related to the education/training** Choose one SDG
- Replace with dates (from - to) **Replace with qualification awarded**
Replace with education or training organisation's name and locality (if relevant, country)
- Replace with a list of principal subjects covered or skills acquired
- SDG most closely related to the education/training** Choose one SDG
- Replace with dates (from - to) **Replace with qualification awarded**
Replace with education or training organisation's name and locality (if relevant, country)



CV Template – SISGP and SISSA

- Replace with a list of principal subjects covered or skills acquired
SDG most closely related to the education/training Choose one SDG

NETWORK/CIVIL SOCIETY ENGAGEMENT (APART FROM WORK EXPERIENCE)

[Fill out separate entries for each engagement, if applicable. Start from the most recent. Remove any headings and entries left empty. Please note that you should not repeat the information you already filled in the entries under work experience.]

Replace with dates (from - to)

Replace with name of network/civil society organisation

- Replace with your main tasks and responsibilities

Brief description of network/civil society organisation Describe what the organisation does, how many members etc.

Brief description of one main achievement you accomplished within the network/organisation Describe the outcome with concrete data/statistic supporting the outcome

SDG most closely related to the work you did at this position Choose one SDG

Replace with dates (from - to)

Replace with name of network/civil society organisation

- Replace with your main tasks and responsibilities

Brief description of network/civil society organisation Describe what the organisation does, how many members etc.

Brief description of one main achievement you accomplished within the network/organisation Describe the outcome with concrete data/statistic supporting the outcome

SDG most closely related to the work you did at this position Choose one SDG

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Replace with name of network/civil society organisation

- Replace with your main tasks and responsibilities

Brief description of network/civil society organisation Describe what the organisation does, how many members etc.

Brief description of one main achievement you accomplished within the network/organisation Describe the outcome with concrete data/statistic supporting the outcome

SDG most closely related to the work you did at this position Choose one SDG

PREVIOUS SCHOLARSHIPS/PRIZES

[Fill out separate entries for each scholarship/award, if applicable. Start from the most recent. Remove any headings and entries left empty.]

Replace with dates (from - to)

Replace with name of awarding organisation/scholarship programme

- Replace with type of studies/programme/project, name of school/university/institute/organisation, city and country.

Replace with dates (from - to)

Replace with name of awarding organisation/scholarship programme

- Replace with type of studies/programme/project, name of school/university/institute/organisation, city and country.

Replace with dates (from - to)

Replace with name of awarding organisation/scholarship programme

- Replace with type of studies/programme/project, name of school/university/institute/organisation, city and country.

ANNEX

- Attach a copy of your passport or copy of national ID card which shows **citizenship** in English
- Do **not** attach any other documents (e.g. diplomas, certificates etc.)