

COVER LETTER

For the post of Communications and Advocacy Associate

[Paste your cover letter here with signature. Limit it within one page.]

CURRICULUM VITAE
For the post of Communications and Advocacy Associate

1. APPLICANT INFORMATION

Full Name			
Present Address			
Email		Mobile	

2. EDUCATIONAL QUALIFICATIONS

List the most recent qualification first.

Degree / Qualification	Institution	Subject / Major	Year of Completion	Result / CGPA	Country

3. TOTAL RELEVANT PROFESSIONAL EXPERIENCE: [__ years __ months]

Start with most recent position.

Organization	Designation	Duration (start-end)	Roles/ Contributions
		dd/mm/yr - dd/mm/yr	[2–3 quantified points]
		dd/mm/yr - dd/mm/yr	[2–3 quantified points]
		dd/mm/yr - dd/mm/yr	[2–3 quantified points]
		dd/mm/yr - dd/mm/yr	

4. QUANTIFIED RELEVANT EXPERIENCE (add a row if you have other experience not listed here)

Area	Yes/No	Details
Social media management		
E-newsletter		
Media relations / press materials		
Field documentation / storytelling		
Event communication / visibility		
Knowledge management/ publication design		

Archiving		
-----------	--	--

5. RELEVANT TECHNICAL SKILLS

State years of experience and approximate completed outputs/projects. Avoid generic ratings alone.

Skill / Tool	Years	Outputs / Projects	Expertise level <i>Keep the applicable level of expertise only</i>
Illustrator		[]	No experience/Basic/ Working/Advanced
Photoshop		[]	No experience/Basic/ Working/Advanced
Premiere Pro		[]	No experience/Basic/ Working/Advanced
After Effects		[]	No experience/Basic/ Working/Advanced
Photography		[]	No experience/Basic/ Working/Advanced
Videography		[]	No experience/Basic/ Working/Advanced
Facebook / LinkedIn / YouTube		[]	No experience/Basic/ Working/Advanced
E-newsletter platform		[]	No experience/Basic/ Working/Advanced
Archiving / knowledge management		[]	No experience/Basic/ Working/Advanced
Drone operation		[] Kilometers	No experience/Basic/ Working/Advanced
2D / 3D animation		[] projects	No experience/Basic/ Working/Advanced

6. RELEVANT TRAINING

Training / Course	Organization	Year	Duration

7. PORTFOLIO LINK

Paste/write the portfolio link here

8. LANGUAGES *(Keep the applicable level of expertise only)*

Language	Writing	Speaking	Reading
Bangla	Basic / Working / Advanced	Basic / Working / Advanced	Basic / Working / Advanced
English	Basic / Working / Advanced	Basic / Working / Advanced	Basic / Working / Advanced
Others	Basic / Working / Advanced	Basic / Working / Advanced	Basic / Working / Advanced

9. PROFESSIONAL REFEREES

Name & designation	Organization	Relationship	Email	Mobile

Applicant declaration: I confirm that the information provided above is accurate and can be verified through supporting documents, portfolio materials and professional referees.

Name	
Date	
Signature	