



Instructions on the completion of the Member CV

Please read through these directions before completing and returning your IILA CV documentation to ensure that your CV will conform with the standard adopted.

Name

You are free to show either your full name or your first (common) name and last (family) name only (with initials for middle names if required). As some cultures traditionally show the family name first, please underline your last/family name.

Country

Please show the country in which you reside or in which your office is located.

Company

In countries where Government regulations require a Business Number to be quoted with the company name, please include this detail.

Language/s

If a member is business competent in more than one language, these can be shown. If fluency is limited to either reading or speaking, these terms should be included. Alternatively, members might elect to use percentages to show the degree of competency. Either approach will be acceptable.

IILA Member Since

If you are unable to confirm your membership date, leave this blank and it will be filled in for you.

Qualifications

These should be listed with the Post Nominal first, followed by the description. An example of the detail required would be:

B.Ec – Bachelor of Economics

FIFAA - Fellow of the International Federation of Adjusting Associations

University or College names etc can also be added as necessary

Professional Memberships

This would include membership of the IILA



Instructions on the completion of the Member CV
(Continued)

Industry/Institute Positions

These should include the year/s of the appointment. In the case of current positions, only the current year should be shown.

Area of specialization

Comment in respect of this heading should be limited to a maximum of 50 words.

Operational Area

This heading is designed to allow members to outline the Regions/Countries in which they operate.

Address

Members are invited to record either their business street address or postal address or both.

Business Telephone & Fax

Please show the Country Code followed by the Area Code followed by the number.

Photograph

Providing a photograph is not compulsory. However, if you would like to do so, please provide a head and shoulder picture, the specifications of which, if emailing, should ideally be 72dpi and not higher than 150, jpeg format, ideally 300 x 300 pixels and no larger than 250kbits. Original photos sent to the Secretary will be scanned on your behalf and the original will be kept on file. An example of the type of photo required is shown below:

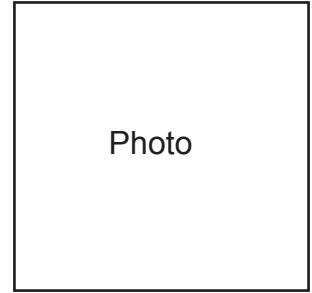


If you have a question, please email the Secretary on Secretary@iila.com.

Complete CV's (and photos) can be either mailed or emailed to the Secretary at:

Secretary IILA
PO Box 1164
KENMORE QLD 4069
AUSTRALIA

MEMBER CV



Name

Country

Company

Language/s

IILA Member Since

Qualifications

Professional Memberships

Industry/Institute Position/s

Area of Specialisation

Operational Area

Address

Business Telephone

Business Fax

Email

Website

INTERNATIONAL INSTITUTE OF LOSS ADJUSTERS, INC.

