PERSONAL INFORMATION Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

 Replace with house number, street name, city, postcode, country Replace with telephone number  Replace with mobile number State e-mail address



State personal website(s)

 Replace with type of IM service Replace with messaging account(s) Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

# JOB APPLIED FOR

POSITION PREFERRED JOB STUDIES APPLIED FOR

Replace with job applied for / position / preferred job / studies applied for (delete non relevant headings in left column)

# WORK EXPERIENCE



[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to) Replace with occupation or position held

Replace with employer’s name and locality (if relevant, full address and website)

* Replace with main activities and responsibilities Business or sector Replace with type of business or sector

# EDUCATION AND TRAINING



[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to) Replace with qualification awarded Replace with EQF (or other) level if

relevant

Replace with education or training organisation’s name and locality (if relevant, country)

* Replace with a list of principal subjects covered or skills acquired

# PERSONAL SKILLS



[Remove any headings left empty.]

Mother tongue(s) Replace with mother tongue(s) Other language(s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |

Replace with language Enter level Enter level Enter level Enter level Enter level

Replace with language

Enter level

Enter level

Enter level

Enter level

Enter level

Replace with name of language certificate. Enter level if known.

Replace with name of language certificate. Enter level if known.

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user Common European Framework of Reference for Languages

Communication skills Replace with your communication skills. Specify in what context they were acquired. Example:

* good communication skills gained through my experience as sales manager

Organisational / managerial

skills

Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:

* leadership (currently responsible for a team of 10 people)

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example:

* + good command of quality control processes (currently responsible for quality audit)

Computer skills Replace with your computer skills. Specify in what context they were acquired. Example:

* + good command of Microsoft Office™ tools

Other skills Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:

* + carpentry

Driving licence Replace with driving licence category/-ies. Example:

* + B

# ADDITIONAL INFORMATION

Publications Presentations

Projects Conferences Seminars

Honours and awards

Memberships References

Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.

Example of publication:

* How to write a successful CV, New Associated Publishers, London, 2002. Example of project:
* Devon new public library. Principal architect in charge of design, production, bidding and

construction supervision (2008-2012).

# ANNEXES

Replace with list of documents annexed to your CV. Examples:

* + copies of degrees and qualifications;
  + testimonial of employment or work placement;
  + publications or research.