|  |  |
| --- | --- |
| 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 preferred job / job applied for / studies applied for / position (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 European Qualification Framework (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 name of language certificate. Enter level if known. | | | | |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | 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). |