



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
Enter level		Enter level		Enter level

Replace with language



Replace with language	Repl ace with nam e of lang uage certif icate . Ente r level if kno wn.	Enter level				
	Repl ace with nam e of lang uage certif icate . Ente r level if kno wn.					

Levels:
A1/2:
Basic
user -
B1/2:
Independ
ent user -
C1/2
Proficient
user
Common
European
Framework
of
Referenc
e for
Languag
es

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

- | | |
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| <p>Publications</p> <p>Presentations</p> <p>Projects</p> <p>Conferences</p> <p>Seminars</p> <p>Honours and awards</p> <p>Memberships</p> <p>References</p> | <p>Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.</p> <p>Example of publication:</p> <ul style="list-style-type: none">■ How to write a successful CV, New Associated Publishers, London, 2002. <p>Example of project:</p> <ul style="list-style-type: none">■ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012). |
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