## europass

Curriculum vitae

| | |
|---|---|
| **Personal information** | **Replace with First name(s) Surname(s)** |
| | ⚲ Replace with house number, street name, city, postcode, country |
| | 📱 Replace with mobile number    ☎ Replace with telephone number |
| | ✉ State e-mail address |
| | 🔗 LinkedIn public profile URL without "http://" |
| | Gender Enter sex | Date of birth dd/mm/yyyy | Nationality(-ies) Enter nationality/-ies |

| | |
|---|---|
| **JOB APPLIED FOR POSITION PREFERRED KOB STUDIES APPLIED FOR** | Replace with job applied for / position / preferred job / studies applied for (delete non relevant headings in left column) |

### WORK EXPERIENCE

| | |
|---|---|
| Replace with dates (from - to) | **Replace with occupation or position held** |
| | Replace with employer's name |
| | Replace with employer's locality (if relevant, full address and website) |
| | Replace with main activities and responsibilities |

### EDUCATION AND TRAINING

| | |
|---|---|
| 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

| | |
|---|---|
| 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 |

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
Common European Framework of Reference (CEF) level

| | |
|---|---|
| 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.

## 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.