

**Updated
July 13, 2018**

Personal information

Surname / First name

Address

Telephone

Personal Email

Professional Email

PEC

Skype

Nationality

Date of birth

Gender

Desired employment/ Occupational field

Work experience

Dates

Occupation or position held

Main activities and
responsibilities

Name and address of employer

Type of business or sector

Education and training

Dates

Title of qualification awarded

Principal subjects/Occupational
skills covered

Name and type of organization
providing education and training

Level in national or international
classification¹

Personal skills and competences

Mother tongue

Other language(s)

*Self-assessment
European level^(*)*

Language

Name, Surname

(Remove if not relevant)

(Remove if not relevant)
not relevant)

email@email.com

email@email.it

email@pec.it

(Remove if not relevant)

(Remove if not relevant)

(Remove if not relevant)

(Remove if not relevant)

Mobile: (Remove if not relevant)

Office: (Remove if not relevant)

(Remove if not relevant)

Add separate entries for each relevant post occupied, starting from the most recent.
(Remove if not relevant).

...

...

...

...

Add separate entries for each relevant course you have completed, starting from the most recent. (Remove if not relevant).

...

...

...

...

Specify mother tongue

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	

¹ If appropriate.

Language

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^(*) Common European Framework of Reference (CEF) level

Social skills and
competences

Replace this text by a description of these competences and indicate where they were acquired (remove if not relevant).

Organisational skills and
competences

Replace this text by a description of these competences and indicate where they were acquired (remove if not relevant).

Technical skills and
competences

Replace this text by a description of these competences and indicate where they were acquired (remove if not relevant).

Computer skills and
competences

Replace this text by a description of these competences and indicate where they were acquired (remove if not relevant).

Artistic skills and
competences

Replace this text by a description of these competences and indicate where they were acquired (remove if not relevant).

Other skills and
competences

Replace this text by a description of these competences and indicate where they were acquired (remove if not relevant).

Driving licence(s)

State here whether you hold a driving licence and if so for which categories of vehicle. (Remove if not relevant).

Additional information

Include here any other information that may be relevant, for example contact persons, references, etc. (Remove heading if not relevant).

Personal interests

...

Annexes

List any item attached to the CV

Place (PROVINCE)

Place e date

Name Surname