| 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 |
| [Phone Number]  Replace with mobile number |
|  |
| 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  personal statement | Replace with job applied for / position / preferred job / studies applied for / personal statement(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 * Replace with typical tasks in your profession * Replace with expected achievements | |

| 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/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) | | | | |

| 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:  What students are learing in school   * good command of quality control processes (currently responsible for quality audit) – matching with the position applying for on top of the first page - essential |
| --- | --- |

| Digital skills | SELF-ASSESSMENT | | | | |
| --- | --- | --- | --- | --- | --- |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Levels: Basic user - Independent user - Proficient user  [Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences) | | | | |
|  | Replace with name of ICT-certificates | | | | |
|  | Replace with your other computer skills. Specify in what context they were acquired. Example:   * good command of office suite (word processor, spread sheet, presentation software) * good command of photo editing software gained as an amateur photographer | | | | |

| 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  Citations  Courses  Certifications | 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. |
| --- | --- |