

## PERSONAL INFORMATION

John Smith

 51st Avenue 12345 NY (Usa) [jsmith@mail.com](mailto:jsmith@mail.com)

Date of birth 10 October 1980

## JOB APPLIED FOR

## WORK EXPERIENCE

October 2005 – October 2010

Production and operations department manager in communications

## EDUCATION AND TRAINING

## PERSONAL SKILLS

Mother tongue(s) English

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user  
[Common European Framework of Reference for Languages](#)

Communication skills

Organisational / managerial skills

Job-related skills

Computer skills