

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

🌐 Homepage URL without "http://"

🌐 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 JOB 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)

Replace with language

Replace with language

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level
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.
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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.

PUBLICATIONS

Pub1	X. Y. Zed A. B. See. <i>How to write a curriculum vitæ</i> . Some Press, 2104
Pub2	G. H. Eye D. E. Eph. A short tutorial on curricula. <i>Journal of Trifles</i> , 2105