







## PERSONAL INFORMATION

## Replace with First name(s) Surname(s)

-  Replace with house number, street name, city, postcode, country
-  Replace with telephone number  Replace with mobile number
-  State e-mail address
-  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 | Religion Enter religion

JOB APPLIED FOR  
POSITION  
PREFERRED JOB  
STUDIES APPLIED FOR

## Replace with preferred job / job applied for / studies applied for / position (delete non relevant headings in left column)

## WORK EXPERIENCE

Replace with dates (from - to)

[Add separate entries for each experience. Start from the most recent.]

## 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

Replace with dates (from - to)

[Add separate entries for each course. Start from the most recent.]

## Replace with qualification awarded

Replace with  
European  
Qualification  
Framework (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
Replace with name of language certificate. Enter level if known.				
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

## 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

**Hobbies and interests** Replace with hobbies and interests.  
Example:  
▪ cooking

**Driving licence** Replace with driving licence category/-ies. Example:  
▪ B

## ADDITIONAL INFORMATION

**Publications** Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.  
**Presentations**  
**Projects** Example of publication:  
**Conferences** ▪ How to write a successful CV, New Associated Publishers, London, 2002.  
**Seminars** Example of project:  
**Honours and awards** ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).  
**Memberships**  
**References**