|  |  |
| --- | --- |
| 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  |
|  Replace with telephone number  Replace with mobile number  |
|  Insert e-mail address  |
|  |
| Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies  |

|  |  |
| --- | --- |
| JOB APPLIED FOR | Replace with job applied for  |

|  |  |
| --- | --- |
| WORK EXPERIENCE |   |

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

|  |  |
| --- | --- |
| Replace with dates (from mm/yyyy – to mm/yyyy) | Replace with occupation or position held |
| Replace with employer’s name, full address and contact number |
| * Replace with main activities and responsibilities
 |
| Business or sector Replace with type of business or sector  |

|  |  |
| --- | --- |
| EDUCATION AND TRAINING |   |

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

|  |  |  |
| --- | --- | --- |
| Replace with dates (from mm/yyyy – to mm/yyyy) | Replace with qualification awarded |  |
| Replace with education or training organisation’s name, address  |
| * Replace with a list of principal subjects covered or skills acquired
 |

|  |  |
| --- | --- |
| PERSONAL SKILLS |   |

|  |  |
| --- | --- |
| 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: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient userCommon 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. |

|  |  |
| --- | --- |
| ADDITIONAL INFORMATION |   |
|  |  |
|  |  |

|  |  |
| --- | --- |
| PublicationsPresentationsProjectsConferencesSeminarsHonours and awardsMembershipsReferences | 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).
 |