

## 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

 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

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

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 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)

[Remove any headings left empty.]

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/A2: Basic user - B1/B2: Independent user - C1/C2 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)

## 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](#)

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.