

Name and Surname

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Insert your picture here
(non mandatory)

PERSONAL INFORMATION

Address: (street, N°, city, postcode, country)

Telephone:

Email address:

Sex:

Date of birth:

Nationality:

Qualification:

WORK EXPERIENCE

Date (or from - to)

Add separate entries for each experience. Start from the most recent
Enter occupation or position held, with main services performed, activities and responsibilities, business sector
TIPS: summarize entries like: 2023: 120 days of interpreting assignments for clients like XXX, YYY, ZZZ, on topics like healthcare, politics, financial

Date (or from - to)

(Enter as many lines you need)

EDUCATION AND TRAINING

Date (or from - to)

Add separate entries for each course. Start from the most recent.
Enter awarded qualifications and skills

WORKING LANGUAGES

Note: classification according to ISO standards

Working language – language from or into which the interpreter is qualified to interpret

A: primary language of which the interpreter has complete command and into which interprets

B: language in which the interpreter is proficient, but which is not their primary language, and interprets from one or more other languages.

C: language from which the interpreter interprets into the A or B languages

| | listening | Reading/translation | Spoken interaction | Spoken production |
|-----------------------|-------------|---------------------|--------------------|-------------------|
| Mother tongue | A | A | A | A |
| Other language | A or B or C | A or B or C | A or B or C | A or B or C |
| Other language | A or B or C | A or B or C | A or B or C | A or B or C |
| Other language | | | | |

Language certificates

Enter language certificates, membership associations etc., specific industry expertise, etc.

Communication skills

Enter your communication skills. Specify in what context they were acquired.

Example:

- good communication skills gained through my experience as sales manager

**Organizational/
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 competence

Replace with your other computer skills. Specify in what context they were acquired. Example:

- extensive experience in RSI remote interpreting platforms (Ablioconference, etc.) and videoconferencing platforms (Zoom, MS Teams, etc.), which I handle through my own fully functional workstation with fast Internet connection.
- good command of office suite (word processor, spread sheet, presentation software)

Levels: basic user/independent user/proficient user

Other skills**Driving licence****ADDITIONAL
INFORMATION****Publications****Projects****Honours and awards****Courses****Memberships****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.

IMPORTANT: keep your CV within 3 pages max, plus Annexes