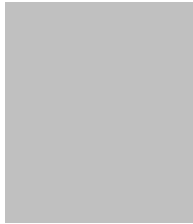








PERSONAL INFORMATION



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

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)

[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

[Remove any headings left empty.]

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

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

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.