

All CV headings/fields are optional. Remove any fields left empty.

PERSONAL INFORMATION



Insert picture only if required.

 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)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR POSITION PREFERRED JOB

STUDIES APPLIED FOR

PERSONAL STATEMENT Delete non relevant headings.

Select from list: Job applied for / Position / Preferred job / Studies applied for / Personal statement

JOB APPLIED FOR

POSITION

PREFERRED JOB

STUDIES APPLIED FOR

WORK EXPERIENCE



|  |  |
| --- | --- |
| Replace with dates (from - to)  |   |
|  |   |
|  |   |
|  |   |

EDUCATION AND TRAINING

Replace with dates (from - to)



PERSONAL SKILLS



Remove any fields left empty.

Mother tongue(s)

|  |  |  |
| --- | --- | --- |
| UNDERSTANDING | SPEAKING | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |

Other language(s)

Replace with language.

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](http://europass.cedefop.europa.eu/resources/european-language-levels-cefr)

Communication skills

Replace with your communication skills. Specify in what context they were acquired.

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired.

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.

Digital competence SELF-ASSESSMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Information processing | Communication | Content creation | Safety | Problem solving |
| Example: Basic user | Example: Independent user | Example: Independent user | Example: Proficient user | Example: Proficient user |

Levels: Basic user - Independent user - Proficient user

Replace with name of ICT-certificate(s)

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

Other skills

Driving licence

ADDITIONAL INFORMATION

Publications Presentations Projects Conferences Seminars

Honours and awards Memberships References Citations Courses Certifications

PERSONAL STATEMENT

Please state in not more than 150 words why you think your experience and skills are ideally suited to the position on offer.

ANNEXES





Replace with list of documents annexed to your CV (copies of degrees and qualifications, testimonial of employment or work placement, publications or research).