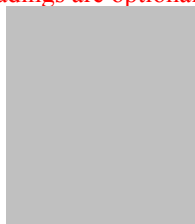




## PERSONAL INFORMATION

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 FORReplace with preferred job / job applied for / studies applied for /  
position (delete non relevant headings in left column)

## WORK EXPERIENCE

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

Replace with dates (from - to)

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

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

Replace with dates (from - to)

Replace with qualification awarded

Replace with  
European  
Qualification  
Framework (or other)  
level if relevantReplace 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)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level

Replace with language

	Repl ace with nam e of lang uage certif icate . Ente r level if kno wn.	Enter level	Enter level	Enter level	Enter level	Enter level
Replace with language	Repl ace with nam e of lang uage certif icate . Ente r level if kno wn.					
	Levels: A1/2: Basic user - B1/2: Independ ent user - C1/2 Proficient user Common European Framewo rk of Referenc e for Languag es					
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	Example of publication:
Projects	■ How to write a successful CV, New Associated Publishers, London, 2002.
Conferences	Example of project:
Seminars	■ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
Honours and awards	
Memberships	
References	