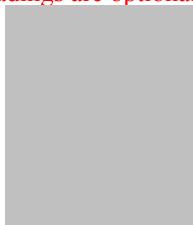


PERSONAL INFORMATION

[All CV headings are optional. Remove any empty headings]



Replace with First name(s) Surname(s)

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 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 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)

	UNDERSTANDING		SPEAKING		W R I T I N G
	Listening	Reading	Spoken interaction	Spoken production	
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level

Replace with language Replace with name of language certificate Enter level if known.	Enter level				
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	Enter level				
Communication skills Replace with your communication skills. Specify in what context they were acquired. Example: <ul style="list-style-type: none"> ■ 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: <ul style="list-style-type: none"> ■ 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: <ul style="list-style-type: none"> ■ 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: <ul style="list-style-type: none"> ■ good command of Microsoft Office™ tools 					
Other skills Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example: <ul style="list-style-type: none"> ■ carpentry 					
Driving licence Replace with driving licence category/-ies. Example: <ul style="list-style-type: none"> ■ B 					

ADDITIONAL INFORMATION

Publications
Presentations
Projects
Conferences
Seminars
Honours and awards
Memberships
References

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).