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

|  |  |
| --- | --- |
| JOB APPLIED FOR  POSITION  PREFERRED JOB | Replace with job applied for / position / |

|  |  |
| --- | --- |
| 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 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) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. | | | | |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. | | | | |
|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/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  Digital competence | Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.  Replace with your computer skills |

|  |
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| --- | --- |
| Other skills | Replace with other relevant skills not already mentioned. Specify in what context they were acquired. |

|  |  |
| --- | --- |
| ADDITIONAL INFORMATION |  |

|  |  |
| --- | --- |
| Field of research  Publications    Projects  Objects of intellectual property  Continuing education a.o.  qualification upgrade | Scientific articles​ (only reviewed articles)  Monographs  Proceedings  Conferences  Project title  Position in the project  Financial source |

|  |  |
| --- | --- |
| ANNEXES |  |

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| --- | --- |
|  | * copies of degrees and qualifications * publications |