|  |  |
| --- | --- |
| 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 FORPOSITIONPREFERRED 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 |

|  |
| --- |
|   |
|

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

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

|  |  |
| --- | --- |
| Field of researchPublications ProjectsObjects of intellectual propertyContinuing education a.o.qualification upgrade | Scientific articles​ (only reviewed articles) Monographs ProceedingsConferencesProject titlePosition in the projectFinancial source |

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

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