## EUROPEAN CURRICULUM VITAE FORMAT



Add photo here

### **PERSONAL INFORMATION**

Name

Address

Telephone

Fax

E-mail

Nationality

Date of birth

[Day, month, year]

[SURNAME, other name(s)]

#### **WORK EXPERIENCE**

- Dates (from to)
- · Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

#### **EDUCATION AND TRAINING**

- Dates (from to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
  - Title of qualification awarded
- Level in national classification (if appropriate)

[ Add separate entries for each relevant post occupied, starting with the most recent. ]

[ House number, street name, postcode, city, country ]

[ Add separate entries for each relevant course you have completed, starting with the most recent. ]

# PERSONAL SKILLS AND COMPETENCES

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE

[Specify mother tongue]

OTHER LANGUAGES

[Specify language]

· Reading skills

[ Indicate level: excellent, good, basic. ] [ Indicate level: excellent, good, basic. ]

Writing skillsVerbal skills

[Indicate level: excellent, good, basic.]

SOCIAL SKILLS

[ Describe these competences and indicate where they were acquired. ]

AND COMPETENCES

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

**ORGANISATIONAL SKILLS** 

[ Describe these competences and indicate where they were acquired. ]

AND COMPETENCES

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

**TECHNICAL SKILLS** 

[ Describe these competences and indicate where they were acquired. ]

AND COMPETENCES

With computers, specific kinds of equipment, machinery, etc.

OTHER SKILLS

[ Describe these competences and indicate where they were acquired. ]

AND COMPETENCES

Competences not mentioned above.

DRIVING LICENCE(S)

**ADDITIONAL INFORMATION** 

[ Include here any other information that may be relevant, for example contact persons, references, etc. ]

**ANNEXES** 

[List any attached annexes.]

I authorize the processing of personal data, according to the provisions of EU Regulation 2016/679.