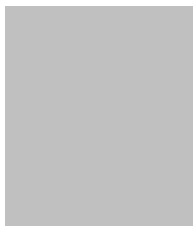


PERSONAL INFORMATION



Sex | Date of birth | Nationality

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

WORK EXPERIENCE

Replace with dates (from - to)

Business or sector

WORK EXPERIENCE

Replace with dates (from - to)

Business or sector

EDUCATION AND TRAINING

Replace with dates (from - to)

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

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		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. Enter level if known.					
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

- 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**
- Projects** Example of publication:
▪ How to write a successful CV, New Associated Publishers, London, 2002.
- Conferences** Example of project:
▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
- Seminars**
- Honours and awards**
- Memberships**
- References**