|  |  |
| --- | --- |
| PERSONAL INFORMATION | Replace with First name(s) Surname(s) |
| [All CV headings/fields are optional. Remove any fields left empty] |
|   |  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 |

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| JOB APPLIED FORPOSITION PREFERRED JOB STUDIES APPLIED FOR PERSONAL STATEMENT | Replace with job applied for / position / preferred job / studies applied for / personal statement(Delete non relevant headings in the left column) |

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| WORK EXPERIENCE |   |

 [Add separate entries for each experience. Start with 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 |

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| --- | --- |
| EDUCATION AND TRAINING |   |

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

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| --- | --- | --- |
| Replace with dates (from - to) | Replace with qualification awarded | Replace with EQF level (if relevant) |
| Replace with name and locality of education or training organisation (if relevant, country) |
| * Replace with a list of principal subjects covered or skills acquired
 |

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| PERSONAL SKILLS |   |

[Remove any fields left empty.]

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| --- | --- |
| Mother tongue(s) | Replace with mother tongue(s) |
|  |  |
| Other language(s) |

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| --- | --- | --- |
| UNDERSTANDING | SPEAKING | WRITING |
|  |  | Spoken interaction | Spoken production |  |

 | SPEAKING | WRITING |
| Listening | Reading | Spoken interaction |  Spoken production |  |
| Replace with language | Enter EQF level | Enter EQF level | Enter EQF level | Enter EQF level | Enter EQF level |
|  | Replace with name of language certificate. Enter level if known |
| Replace with language | Enter EQF level | Enter EQF level | Enter EQF level | Enter EQF level | Enter EQF 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 |

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| --- | --- |
| Communication skills | * Replace with your communication skills. Specify in what context they were acquired.

Examples: ▪ good communication skills gained through my experience as sales manager  |

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| Organisational / managerial skills | Replace with your organisational / managerial skills. Specify in what context they were acquired. Examples: ▪ leadership (currently responsible for a team of 10 people)  |

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| --- | --- |
| Job-related skills | Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Examples: ▪ good command of quality control processes (currently responsible for quality audit)  |

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| --- | --- |
| Computer skills | Replace with your computer skills. Specify in what context they were acquired. Examples: ▪ good command of office suite (word processor, spread sheet, presentation software)  |

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| Other skills | Replace with other relevant skills. Specify in what context they were acquired. Examples: - carpentry |

|  |  |
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| Driving licence | Replace with driving licence category/-ies. Example: ▪ B  |

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

|  |  |
| --- | --- |
| Publications PresentationsProjects Conferences SeminarsHonours and awardsMemberships References | Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column. Examples: Publication* How to write a successful CV, New Associated Publishers, London, 2002.

Project* Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
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| Statement on personal data processing | I hereby give my permission for the processing of my personal data indispensable for the needs of the recruitment process, in accordance with the regulations of the act of 29.08.1997 on personal data protection (O.J. of 2002, no. 101, item 926 as amended).I acknowledge that I have the right to inspect my personal data and/or correct it. |

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| ANNEXES |   |

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| --- | --- |
|  | Replace with list of documents annexed to your CV Examples:* copy of degrees, certificates, diplomas
* testimonial of employment
* publications or research.
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