

**EUROPEAN
CURRICULUM VITAE
FORMAT**



PERSONAL INFORMATION

Name

[SURNAME, other name(s)]

Address

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

Telephone

Fax

E-mail

Nationality

Date of birth

[Day, month, year]

WORK EXPERIENCE

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

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

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 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
- Writing skills
- Verbal skills

[Indicate level: excellent, good, basic.]

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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.

ARTISTIC SKILLS

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

AND COMPETENCES

Music, writing, design, 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.]