|  |
| --- |
| European  curriculum vitae  format  11 |

Photo

|  |
| --- |
| 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) |  | [Add separate entries for each relevant post occupied, starting with the most recent. ] |
| **•** Name and address of employer |  |  |
| **•** Type of business or sector |  |  |
| **•** Occupation or position held |  |  |
| **•** Main activities and responsibilities |  |  |

|  |
| --- |
| Education and training |

|  |  |  |
| --- | --- | --- |
| • Dates (from – to) |  | [ Add separate entries for each relevant course you have completed, starting with the most recent. ] |
| • Name and type of organization providing education and training |  |  |
| • Principal subjects/occupational  skills covered |  |  |
| • Title of qualification awarded |  |  |
| • Level in national classification  (if appropriate) |  |  |

|  |
| --- |
| 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. ] |
| **•** Writing skills |  | [ Indicate level: excellent, good, basic. ] |
| **•** Verbal skills |  | [ Indicate level: excellent, good, basic. ] |

|  |  |  |
| --- | --- | --- |
| Social skills  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.* |  | [ Describe these competences and indicate where they were acquired. ] |

|  |  |  |
| --- | --- | --- |
| Organizational skills  and competences  *Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.* |  | [ Describe these competences and indicate where they were acquired. ] |

|  |  |  |
| --- | --- | --- |
| Technical skills  and competences  *With computers, specific kinds of equipment, machinery, etc.* |  | [ Describe these competences and indicate where they were acquired. ] |

|  |  |  |
| --- | --- | --- |
| Artistic skills  and competences  *Music, writing, design, etc*. |  | [ Describe these competences and indicate where they were acquired. ] |

|  |  |  |
| --- | --- | --- |
| Other skills  and competences  *Competences not mentioned above.* |  | [ Describe these competences and indicate where they were acquired. ] |

|  |  |  |
| --- | --- | --- |
| 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. ] |