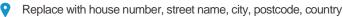


## PERSONAL INFORMATION

# Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]



📞 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

JOB APPLIED FOR
POSITION
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 left column)

#### WORK EXPERIENCE

[Add separate entries for each experience. Start from 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

#### **EDUCATION AND TRAINING**

[Add separate entries for each course. Start from the most recent. Also enter the ITS PRIME course attended]

Replace with dates (from - to) Replace with qualification awarded

Replace with EQF (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)

LINDEDSTANDING

Other language(s)	

ONDERSTANDING		SFLANING		VVIXITING		
Listening	Reading	Spoken interaction	Spoken production			
Enter level	Enter level	Enter level	Enter level	Enter level		
Replace with name of language certificate. Enter level if known.						
Enter level	Enter level	Enter level	Enter level	Enter level		
	Replace with name of	language certificate. Er	nter level if known.			

SDEVKING

Replace with language

Replace with language

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 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)

## Digital skills

		SELF-ASSESSMENT		
Information processing	Communication	Content creation	Safety	Problem solving
Enter level	Enter level	Enter level	Enter level	Enter level

Levels: Basic user - Independent user - Proficient user

#### Replace with name of ICT-certificates

Replace with your other computer skills. Specify in what context they were acquired. Example:

- good command of office suite (word processor, spread sheet, presentation software)
- good command of photo editing software gained as an amateur photographer

### 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:

## ADDITIONAL INFORMATION

**Publications Presentations Projects** 

Conferences Seminars Honours and awards Memberships

References Citations Courses Certifications Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.

Example of publication:

- How to write a successful CV, New Associated Publishers, London, 2002. Example of project:
- Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

#### **ANNEXES**

Replace with list of documents annexed to your CV. Examples:

- copies of degrees and qualifications;
- testimonial of employment or work placement;
- publications or research.