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)	[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 organisation providing education and training	
• Principal subjects/occupational skills covered	
• Title of qualification awarded	
• Level in national classification (if appropriate)	

For more information go to
www.cedefop.eu.int/transparency/
europa.eu.int/comm/education/index_en.html
eurescv-search.com/

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.]

ORGANISATIONAL 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.]

For more information go to
www.cedefop.eu.int/transparency/
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