

**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
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[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)
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[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	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

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	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.]