**E UROPEAN 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)

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*[ SURNAME, other name(s) ]*

For more information go to [www.cedefop.eu.int/transparency](http://www.cedefop.eu.int/transparency) www.europa.eu.int/comm/education/index\_en.html

**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. ]

**ADDITIONAL INFORMATION** [ Include here any other information that may be relevant, for example contact persons, references, etc. ]

**ANNEXES** [ List any attached annexes. ]

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*[ SURNAME, other name(s) ]*

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