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| PERSONAL INFORMATION | Replace with First name(s) Surname(s) |
| [All CV headings are optional. Remove any empty headings.] | |
|  | Replace with house number, street name, city, postcode, country |
| 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) |
| Gender Enter gender | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies |

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| RÉSUMÉ | Replace with a short presentation of your CV (about 10-15 lines) |

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| EDUCATION  AND TRAINING |  |

[Add separate entries for each course. Start from the most recent.]

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| Replace with dates  (from - to) | Replace with qualification awarded |
| Replace with education or training organisation’s name and locality (if relevant, country) |
| * Replace with a list of principal subjects covered or skills acquired |

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| WORK EXPERIENCE |  |

[Add separate entries for each experience. Start from the most recent.]

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| 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 |

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| PERSONAL SKILLS |  |

[Remove any headings left empty.]

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| Mother tongue(s) | Replace with mother tongue(s) | | | | |
|  |  | | | | |
| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. | | | | |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. | | | | |
|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) | | | | |

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| 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 |

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| 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) |

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| 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) |

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| 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  [Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences) | | | | |
|  | 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 * good command of electronic text encoding and interchange (markup languages XML, LaTex etc.) | | | | |

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| Other skills | Replace with other relevant skills not already mentioned. Specify in what context they were acquired. |

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| RESEARCH ACHIEVEMENT |  |

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| Publications | Replace with relevant publication: articles, research monographs, chapters in collective volumes and any translations thereof. |

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| Presentations | Replace with relevant oral and written presentation at scientific conferences and seminars. |

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| Organisation  of scientific conferences | Replace with relevant scientific conferences, seminars and workshops. |

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| Prizes, awards and fellowships | Replace with relevant prizes, awards and fellowships you have received. |

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| Research projects | Replace with all research projects you have been involved in. |

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| Industrial innovation  and patents | Replace with a description of your involvement in spin-offs, start-ups, and more in general in collaboration with private companies and enterprises, but also with public non-academic bodies and non-profit organisations.  Include also any registered or granted patent with all references. |

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| Research expeditions | Replace with relevant expedition you have participated in. Include period and place(s) of the expeditions and purposes. |