|  |  |
| --- | --- |
| 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.]

|  |  |
| --- | --- |
| 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. |