

**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)

**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
- Writing skills
- Verbal skills

[Indicate level: excellent, good, basic.]

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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.]