

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 [Indicate level: excellent, good, basic.]
- Writing skills [Indicate level: excellent, good, basic.]
- Verbal skills [Indicate level: excellent, good, basic.]

SOCIAL SKILLS AND COMPETENCES

[Describe these competences and indicate where they were acquired.]

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.

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

[Describe these competences and indicate where they were acquired.]

With computers, specific kinds of equipment, machinery, etc.

ARTISTIC SKILLS AND COMPETENCES

[Describe these competences and indicate where they were acquired.]

Music, writing, design, etc.

OTHER SKILLS

[Describe these competences and indicate where they were acquired.]

Other skills and competences

*Competences not mentioned
above.*

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.]