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)	

For more information go to
www.cedefop.eu.int/transparency
www.europa.eu.int/comm/education/index_en.html
www.eurescv-search.com

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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