

**EUROPEAN  
CURRICULUM VITAE  
FORMAT**



**PERSONAL INFORMATION**

Name

Address

Telephone

Fax

E-mail

Nationality

Date of birth

**WORK EXPERIENCE**

- Dates (from – to)
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

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**EDUCATION AND TRAINING**

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
  - Title of qualification awarded
- Level in national classification (if appropriate)

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**PERSONAL SKILLS  
AND COMPETENCES**

*Acquired in the course of life and career  
but not necessarily covered by formal  
certificates and diplomas.*

MOTHER TONGUE

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

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- Reading skills
- Writing skills
- Verbal skills

**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.*

**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.*

**TECHNICAL SKILLS  
AND COMPETENCES**

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

**ARTISTIC SKILLS  
AND COMPETENCES**

*Music, writing, design, etc.*

**OTHER SKILLS  
AND COMPETENCES**

*Competences not mentioned above.*

DRIVING LICENCE(S)

**ADDITIONAL INFORMATION**

**ANNEXES**