

**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 organization providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded
- Level in national classification (if appropriate)

**PERSONAL SKILLS  
AND COMPETENCIES**

*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

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

AND COMPETENCIES

*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.*

ORGANIZATIONAL SKILLS

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

AND COMPETENCIES

*Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.*

TECHNICAL SKILLS

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

AND COMPETENCIES

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

ARTISTIC SKILLS

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

AND COMPETENCIES

*Music, writing, design, etc.*

OTHER SKILLS

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

AND COMPETENCIES

*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.]