

**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)
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

[ Add separate entries for each relevant post occupied, starting with the most recent. ]

**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)

[ Add separate entries for each relevant course you have completed, starting with the most recent. ]

**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. ]

[ Indicate level: excellent, good, basic. ]

[ 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. ]

**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. ]