

**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

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

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

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

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

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

AND COMPETENCES

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

ARTISTIC SKILLS

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

AND COMPETENCES

*Music, writing, design, etc.*

OTHER SKILLS

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

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. ]