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| **curriculum vitae** |

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| **Personal information** |

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| Name |  |  |
| Address |  |  |
| Telephone |  |  |
| Fax |  |  |
| E-mail |  |  |
| Nationality |  |  |
| Date of birth |  |  |

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| **Work experience** |

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| **•** 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 |  |  |

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| **Education and training** |

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| • 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) |  |  |
| **Extracurricular activities** |  | [ Add separate entries for each relevant activity you have completed, starting with the most recent. ] |
| **Research and Publications** |  | [Significant research posts and experience, dates, institution, subject, list of a few selected publications if available] |

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| Mother tongue |  | **[ Specify mother tongue ]** |

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| Other languages |

|  |  |  |
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|  |  | **[ Specify language ]** |
| **•** Reading skills |  | [ Indicate level: excellent, good, basic. ] |
| **•** Writing skills |  | [ Indicate level: excellent, good, basic. ] |
| **•** Verbal skills |  | [ Indicate level: excellent, good, basic. ] |

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| **Additional information** |  | [ Include here any other information that may be relevant, for example contact persons, references, etc. ] |