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| European  curriculum vitae  format |

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| Personal information |

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| --- | --- | --- |
| Name |  | **[Surname, other name(s)]** |
| Address |  | **[House number, street name, postcode, city, country]** |
| Telephone |  |  |
| Fax |  |  |
| E-mail |  |  |

|  |  |  |
| --- | --- | --- |
| Nationality |  |  |

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| --- | --- | --- |
| Date of birth |  | [Day, month, year] |

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

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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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| Social skills  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.* |  | [Describe these competences and indicate where they were acquired.] |

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| Organizational skills  and competencies  *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.] |

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| Technical skills  and competencies  *With computers, specific kinds of equipment, machinery, etc.* |  | [Describe these competences and indicate where they were acquired.] |

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| Artistic skills  and competencies  *Music, writing, design, etc*. |  | [Describe these competences and indicate where they were acquired.] |

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| Other skills  and competencies  *Competences not mentioned above.* |  | [Describe these competences and indicate where they were acquired.] |

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| Driving licence(s) |  |  |

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

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| Annexes |  | [List any attached annexes.] |