

# CV in English Template

The below template is indicative only and it can be used as guidance for applicants to prepare their CVs in English. The use of the below template is not mandatory:

## PERSONAL INFORMATION



Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

Replace with house number, street name, city, postcode, country

Replace with telephone number Replace with mobile number

State e-mail address

State personal website(s)

Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

## WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to)

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

• Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

## EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to)

Replace with qualification awarded

Replace with education or training organisation's name and locality (if relevant, country)

• Replace with a list of principal subjects covered or skills acquired

## PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

**Communication skills** Replace with your communication skills. Specify in what context they were acquired. Example:  
▪ good communication skills gained through my experience as sales manager

**Organisational / managerial skills** Replace with your organisational / managerial skills. Specify in what context they were acquired.  
Example:  
▪ leadership (currently responsible for a team of 10 people)

**Job-related skills** Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.  
Example:  
▪ good command of quality control processes (currently responsible for quality audit)

**Computer skills** Replace with your computer skills. Specify in what context they were acquired. Example:  
▪ good command of Microsoft Office™ tools

**Other skills** Replace with other relevant skills not already mentioned. Specify in what context they were acquired.  
Example:  
▪ carpentry

#### ADDITIONAL INFORMATION

---

**Publications** Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.  
**Presentations**  
**Projects** Example of publication:  
**Conferences** ▪ How to write a successful CV, New Associated Publishers, London, 2002.  
**Seminars** Example of project:  
**Honours and awards** ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).  
**Memberships**  
**References**