

# Curriculum Vitae

## 1. CONTACT INFORMATION

Name LASTNAME, other names

Address *House number, street name, postcode, city, country*

Telephone

Cell Phone

Fax

Email

## 2. PERSONAL INFORMATION

Date of Birth (*dd,mm,yyyy*)

Place of Birth

Nationality

Sex

### Optional Personal Information:

Marital Status

Number of children

## 3. EDUCATION, RESEARCH AND TRAINING

*List in reverse chronological order. Add separate entries for each relevant degree, training and certification obtained, starting with the most recent*

- Dates (from – to)
  - Name and address of institution (High school, University, Graduate school)
  - Principal subjects/ occupational skills covered
  - Title of qualification awarded
  - Level in national classification (if appropriate)

## 4. AWARDS

Name and date of awards

## 5. WORK EXPERIENCE

*List in reverse chronological order. Add separate entries for each relevant post occupied, starting with the most recent*

- Dates (from – to)
  - Name and address of employer
  - Type of business or sector
  - Occupation or position held
  - Main activities and responsibilities

## 6. PROFESSIONAL QUALIFICATIONS

Certifications and Accreditations (*if appropriate*)

Computer Qualifications (*if appropriate*)

## 7. PUBLICATIONS, BOOKS OR COMMUNICATIONS IN SCIENTIFIC CONFERENCES

Title, author(s), details (journal name, publisher), year, pages, subject(s) (*if appropriate*)

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### 8. PERSONAL SKILLS AND COMPETENCES

*Skills and competences acquired in the course of life and career but not necessarily covered by formal certificates and diplomas*

- Language skills
  - Mother tongue
  - Other languages (*indicate level*)
- Technical skills and competences (*with specific kind of equipment, machinery, etc. other than computers*)
- Computer skills and competences (*applications, advanced skills, etc.*)
- Organisational skills and competences (*coordination and administration of people, projects and budgets; at work, in voluntary work, and at home, etc.*)
- Social skills and competences (*living and working with other people and cultures*)
- Other skills

### 9. ADDITIONAL INFORMATION (*if need be*)

*Include any other information that may be relevant, for example contact persons, references, professional memberships, teaching experience, participation in conferences and workshops, etc.*