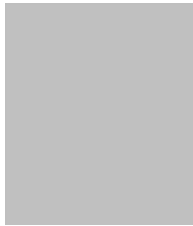


PERSONAL INFORMATION



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

- JOB APPLIED FOR
- POSITION
- PREFERRED JOB
- STUDIES APPLIED FOR
- PERSONAL STATEMENT

Replace with job applied for / position / preferred job / studies applied for / personal statement (delete non relevant headings in left column)

WORK EXPERIENCE

Replace with dates (from - to)

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

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

Replace with dates (from - to)

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

Replace with qualification awarded

Replace with EQF (or other) level if relevant

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

Mother tongue(s)

[Remove any headings left empty.]

Replace with mother tongue(s)

Other language(s)

Replace with language

Replace with language

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

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 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)

**Digital competence**

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Enter level	Enter level	Enter level	Enter level	Enter level

Levels: Basic user - Independent user - Proficient user  
[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificate(s)

Replace with your other computer skills. Specify in what context they were acquired. Example:  
 ▪ good command of office suite (word processor, spread sheet, presentation software)  
 ▪ good command of photo editing software gained as an amateur photographer

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

**Driving licence** Replace with driving licence category/-ies. Example:  
 B

**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**  
**Citations**  
**Courses**  
**Certifications**

**ANNEXES**

Replace with list of documents annexed to your CV. Examples:  
 ▪ copies of degrees and qualifications;  
 ▪ testimonial of employment or work placement;  
 ▪ publications or research.

Work and Competency Area Taxonomy of Functions & Domains		
FUNCTION / DOMAIN category - EN	Catégorie FONCTION / DOMAINE - FR	Your domain
STATISTICS and general MATHEMATICS	STATISTIQUES et MATHÉMATIQUES générales	
ANALYSIS and INTELLIGENCE	ANALYSE et RENSEIGNEMENT	
KNOWLEDGE MANAGEMENT & ECONOMY	GESTION des CONNAISSANCES & ÉCONOMIE de la CONNAISSANCE	
SCIENCE and RESEARCH	SCIENCE et RECHERCHE	
INNOVATION and CREATIVITY	INNOVATION et CRÉATIVITÉ	
CLIMATE, ENVIRONMENT and NATURAL RESOURCES	CLIMAT, ENVIRONNEMENT et RESSOURCES NATURELLES	
AGRICULTURE	AGRICULTURE	
FORESTRY	SYLVICULTURE	
FISHERY and MARITIME AFFAIRS	PÊCHE et AFFAIRES MARITIMES	
ENTERPRISE and MARKETS	ENTREPRISES et MARCHÉS	
COMMERCE (general)	COMMERCE (général)	
COMPETITION and CONSUMERS	CONCURRENCE et CONSOMMATEURS	
TRADE	COMMERCE	
TAXATION and CUSTOMS	FISCALITÉ et DOUANE	
ECONOMICS	ÉCONOMIE	
FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING	INSTRUMENTS FINANCIERS et INSTITUTIONS FINANCIÈRES, y compris les BANQUES	
BUDGET, FINANCE, CONTRACTS and ACCOUNTING	BUDGET, FINANCES, CONTRATS et COMPTABILITÉ	
POLICY	POLITIQUE	
LAW	DROIT	
LAW ENFORCEMENT	APPLICATION du DROIT	
LEGAL OFFENSE, CRIMINOLOGY and FORENSICS	INFRACTIONS à la LOI, CRIMINOLOGIE et SCIENCES FORENSIQUES	
ANTI-FRAUD	LUTTE contre la FRAUDE	
INVESTIGATION, COMPLIANCE and INFRINGEMENT HANDLING	ENQUÊTES, VÉRIFICATION de CONFORMITÉ et TRAITEMENT des INFRACTIONS	
AUDIT, CONTROL and INSPECTION	AUDIT, CONTRÔLE et INSPECTION	
EVALUATION and QUALITY MANAGEMENT	ÉVALUATION et GESTION de la QUALITÉ	
PROGRAM / PROCESS / PROJECT MANAGEMENT	GESTION de PROJETS, PROGRAMMES et PROCESSUS	
OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES	SUPPORT et RESSOURCES OPÉRATIONNELS et ADMINISTRATIFS	
LOGISTIC SUPPORT	SUPPORT LOGISTIQUE	
TECHNICAL and LABORATORY WORK	TRAVAUX TECHNIQUES et TRAVAUX en LABORATOIRE	
TECHNOLOGIES and ENGINEERING in SCIENCE and INDUSTRY	TECHNOLOGIES et INGÉNIERIE dans les SCIENCES et l'INDUSTRIE	
ENERGY POLICIES and TECHNOLOGIES	POLITIQUES de l'ÉNERGIE et TECHNOLOGIES	
TRANSPORT (incl logistics)	TRANSPORT (y compris logistique)	
BUILDINGS and SUPPLIES (incl logistics)	BÂTIMENTS et FOURNITURES (y compris logistique)	
SAFETY, SECURITY and CRISIS MANAGEMENT	SÉCURITÉ, SÛRETÉ et GESTION de CRISE	
HEALTH	SANTÉ	
EMPLOYMENT (EU/national/regional level)	EMPLOI (UE/national/régional)	
LABOUR LAW	DROIT du TRAVAIL	
HUMAN RESOURCE MANAGEMENT	GESTION des RESSOURCES HUMAINES	
EDUCATION and TRAINING (general)	ÉDUCATION et FORMATION (général)	
CULTURE, HUMANITIES, PHILOSOPHY and HISTORY	CULTURE, SCIENCES HUMAINES, PHILOSOPHIE et HISTOIRE	
LANGUAGES and LINGUISTICS	LANGUES et LINGUISTIQUE	
MULTILINGUAL and TERMINOLOGY RESOURCES	RESSOURCES MULTILINGUES et TERMINOLOGIQUES	
CLASSIFICATION, STANDARDS and NOMENCLATURES	CLASSIFICATION, NORMES et NOMENCLATURES	
INFORMATION and DOCUMENT MANAGEMENT	INFORMATION et GESTION des DOCUMENTS	
COMMUNICATION and PUBLICATION	COMMUNICATION et PUBLICATION	
TELECOMMUNICATION and TELEPHONY	TÉLÉCOMMUNICATIONS et TÉLÉPHONIE	
INFORMATION and COMMUNICATION TECHNOLOGIES	TECHNOLOGIES de l'INFORMATION et de la COMMUNICATION	
IT TOOLS for SPECIFIC APPLICATION AREAS	OUTILS INFORMATIQUES pour des DOMAINES d'APPLICATION SPÉCIFIQUES	
(APPLIED) COMPUTER SCIENCE	INFORMATIQUE (APPLIQUÉE)	
INTER-INSTITUTIONAL RELATIONS	RELATIONS INTERINSTITUTIONNELLES	
JUSTICE and HUMAN/CIVIL RIGHTS	JUSTICE et DROITS HUMAINS/CIVILS	
SOCIAL SCIENCES and POLICIES	SCIENCES et POLITIQUES SOCIALES	
HUMAN GEOGRAPHY	GÉOGRAPHIE HUMAINE	
COHESION POLICY (EU/national level)	POLITIQUE de COHÉSION (UE/national/régional)	
REGIONAL POLICY (EU/national level)	POLITIQUE RÉGIONALE (UE/national/régional)	
DEMOGRAPHY and MIGRATION	DÉMOGRAPHIE et MIGRATION	
EXTERNAL RELATIONS	RELATIONS EXTÉRIEURES	