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| Personal information |
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| Personal statement |  | [ Short resume to get to know you better, your experiences and objectives] |
| Personal skills |  | [ Words that describe work-related characteristics] |
| Name |  | **[ Surname, other name(s) ]** |
| Address |  | **[ House number, street name, postcode, city, country ]** |
| Telephone |  |  |
| Fax |  |  |
| E-mail |  |  |

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

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

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| Other skills  and competences  *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. ] |