1. **CONTACT INFORMATION**

Name LAST NAME, other names  
Address*House number, street name, postcode, city, country*Telephone

Cell Phone  
Fax  
Email

1. **PERSONAL INFORMATION**

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

Sex

**Optional Personal Information:**

Marital Status

Number of children

1. **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)

1. **AWARDS**

Name and date of awards

1. **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

1. **PROFESSIONAL QUALIFICATIONS**

Certifications and Accreditations *(if appropriate)*   
Computer Qualifications *(if appropriate)*

1. **PUBLICATIONS, BOOKS OR COMMUNICATIONS IN SCIENTIFIC CONFERENCES**

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

1. **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

1. **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.*