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)

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

APPLIED FOR

Replace with "Erasmus study mobility" or "Erasmus traineeship"

EDUCATION AND TRAINING

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

Replace with dates (from - to)

Currently attending .....
Example:
Currently attending the Master Degree in Piano performance (2nd year)

(Graduation expected in July 20...)

Replace with EQF (or other) level if relevant

Example: EQF level 6 Bachelor EQF level 7 Master

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

Example: Conservatorio di Musica "G. Puccini" Gallarate, (Italy)

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

Replace with date

Secondary school leaving certificate

Replace with EQF (or other) level if relevant

Example: EQF level 4 Secondary School

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

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

Replace with date

Replace with qualification awarded
Example: Bachelor Degree in Piano performance (specialising in Accompaniment) – October 20...
Example: Diploma of Musical studies - Flute (previous system degree, July 20...)

Replace with EQF (or other) level if relevant

Example: EQF level 6 Bachelor EQF level 7 Master

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

Driving licence

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

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

MASTERCLASSES

Replace with dates (from - to) .....

- Replace with a list of masterclasses

COMPETITIONS

Replace with dates

- Replace with a list of competitions

CONCERTS

Replace with dates

- Replace with a list of concerts

ADDITIONAL INFORMATION

Publications
Presentations
Projects
Conferences
Seminars
Honours and awards
Memberships
References

Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.

Example of publication:
- How to write a successful CV, New Associated Publishers, London, 2002.

Example of project:
- Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

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