**Suggested CV TEMPLATE**

1. **PERSONAL INFORMATION**

Name:

Address:

Phone number:

Email Address:

1. **EDUCATION**

*Date (MM/YY, from to), Name and address of School, Degree/Diploma-Graduation*

*(Graduation date and Diploma/certificate registration number are useful for further verification)*

1. **EMPLOYMENT HISTORY (present to last position)**

*Date/Period, Employer/Organisation, Position held, Responsibilities*

*Include also internship or volunteer experiences and any other work experience relevant for the position you are applying*

1. **OTHER TRAININGS/AWARDS**

*Date (MM/YY, from to), Name and address of training institution, Degree/Diploma*

1. **EMPLOYMENT HISTORY (present to last position)**

*Date/Period, Employer/Organisation, Position held, Responsibilities*

*Include also internship or volunteer experiences and any other work experience relevant for the position you are applying*

1. **PERSONAL SKILLS and COMPETENCES**

Computer skills:

Language skills:

Personal strengths:

1. **REFERENCES**

*Names of referees /Title/Address and Telephone numbers*

*(referees must only be your previous employers or your higher education teachers)*