



Appendix J

to Tender Specifications

CV template

|  |  |
| --- | --- |
| 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 |

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| JOB APPLIED FOR  POSITION  PREFERRED JOB  STUDIES APPLIED FOR | Replace with job applied for / position / preferred job / studies applied for (delete non relevant headings in left column) |

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| WORK EXPERIENCE |  |

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

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| 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 |

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| EDUCATION AND TRAINING |  |

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

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

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| PERSONAL SKILLS |  |

[Remove any headings left empty.]

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| --- | --- | --- | --- | --- | --- |
| 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 | | | | |

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| 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 |

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| 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) |

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| 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) |

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| Computer skills | Replace with your computer skills. Specify in what context they were acquired. Example:   * good command of Microsoft Office™ tools |

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

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

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| ADDITIONAL INFORMATION |  |

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| --- | --- |
| 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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| ANNEXES |  |

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