General CV

Further education

|  |  |
| --- | --- |
| **<Time period>** | **<Name of degree, awarding institution>** |
| Subject |  |
| Assignments |  |
| Results |  |
| Professional skills gained |  |
| General skills gained |  |
| Personal skills used |  |

Shorter courses

|  |  |
| --- | --- |
| **<Time period>** | **<Course, awarding institution>** |
| Assignments |  |
| Professional skills gained |  |
| General skills gained |  |
| Personal skills used |  |

Business experience

|  |  |
| --- | --- |
| **<Time period>** | **<Position and workplace>** |
| Tasks/Areas of responsibility |  |
| Results |  |
| Professional skills gained |  |
| General skills gained |  |
| Personal skills used |  |

Volunteer work

|  |  |
| --- | --- |
| **<Time period>** | **<Position and workplace>** |
| Tasks/Areas of responsibility |  |
| Results |  |
| Professional skills gained |  |
| General skills gained |  |
| Personal skills used |  |

International experience

|  |  |
| --- | --- |
| **<Time period>** | **<Country and purpose>** |
| Purpose |  |
| Tasks/results |  |
| Professional skills gained |  |
| General skills gained |  |
| Personal skills used |  |

Languages

|  |  |  |
| --- | --- | --- |
| <Language> | <Speaking level> | <Writing level> |
| <Language> | <Speaking level> | <Writing level> |
| <Language> | <Speaking level> | <Writing level> |
| <Language> | <Speaking level> | <Writing level> |
| <Language> | <Speaking level> | <Writing level> |

IT skills

|  |  |
| --- | --- |
| <Program/system> | <Level> |
| <Program/system> | <Level> |
| <Program/system> | <Level> |
| <Program/system> | <Level> |
| <Program/system> | <Level> |

References

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title and company | Email  | Phone number |

Activities and interests

|  |
| --- |
|  |