

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name

[SURNAME, other name(s)]

Address

[House number, street name, postcode, city, country]

Telephone

Fax

E-mail

Nationality

Date of birth

[Day, month, year]

WORK EXPERIENCE

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

[Add separate entries for each relevant post occupied, starting with the most recent.]

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
- Level in national classification (if appropriate)

[Add separate entries for each relevant course you have completed, starting with the most recent.]

**PERSONAL SKILLS
AND COMPETENCES**

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

MOTHER TONGUE

[Specify mother tongue]

OTHER LANGUAGES

[Specify language]

- Reading skills
- Writing skills
- Verbal skills

[Indicate level: excellent, good, basic]

[Indicate level: excellent, good, basic]

[Indicate level: excellent, good, basic]

SOCIAL SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

*Living and working with other people, in
multicultural environments, in positions
where communication is important and
situations where teamwork is essential
(for example culture and sports), etc.*

ORGANISATIONAL SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

*Coordination and administration of
people, projects and budgets; at work, in
voluntary work (for example culture and
sports) and at home, etc.*

TECHNICAL SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

*With computers, specific kinds of
equipment, machinery, etc.*

ARTISTIC SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

Music, writing, design, etc.

OTHER SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

Competences not mentioned above.

DRIVING LICENCE(S)

ADDITIONAL INFORMATION

[Include here any other information that may be relevant, for example contact persons,
references, etc.]

ANNEXES

[List any attached annexes.]

COMMISSION RECOMMENDATION
of 11 March 2002
on a common European format for curricula vitae (CVs)

(notified under document number C(2002) 516)

(Text with EEA relevance)

(2002/236/EC)

THE COMMISSION OF THE EUROPEAN COMMUNITIES,

Having regard to the Treaty establishing the European Community, and in particular Articles 149, 150 and 211 thereof,

- (1) Whereas the Council Resolution of 3 December 1992 on transparency of qualifications ⁽¹⁾ invites the Member States to take steps to increase the visibility of qualifications and competences through the introduction of a common format for the presentation of individual skills (portfolio), a part of which should be a common format for CVs.
- (2) Whereas the Presidency conclusions of the European Council held in Lisbon on 23 and 24 March 2000 requested that a common European format be developed for curricula vitae (CVs), to be used on a voluntary basis, in order to facilitate mobility by helping the assessment of knowledge acquired, both by education and training establishments and by employers ⁽²⁾.
- (3) Whereas the Recommendation of the European Parliament and Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, young volunteers, teachers and trainers ⁽³⁾ underlines the need for a common European format for CVs, to help individual citizens communicate their qualifications and competences in an efficient and transparent way.
- (4) Whereas the Communication from the Commission on Making a European Area of Lifelong Learning a Reality ⁽⁴⁾ underlines the role to be played by a common European format for CVs in promoting the transparency of qualifications and competences.
- (5) Whereas the Communication from the Commission to the Council entitled 'New European labour markets, open to all, with access for all' ⁽⁵⁾ requests the development of an electronic CV system, to be maintained by the European Employment Services ('EURES'), and a common European format for CVs.

- (6) Whereas the National Resource Centres for Vocational Guidance (NRCVG) should, as a part of their designated work on promoting vocational guidance and counselling at national and European level, assist in the dissemination of the CV format.
- (7) Whereas the EURES network, as part of its services to jobseekers, maintains an electronic CV (EURES CV-search) reflecting the same structure as the common European format for CVs,

HEREBY RECOMMENDS:

1. The common European format for curricula vitae (CVs) as set out in the Annex should be available for use by citizens on a voluntary basis when communicating details of their qualifications and competences to employers and to providers of education and training in their country of residence and/or abroad.
2. Member States should promote and disseminate the common European format for curricula vitae so that it is widely known and available to citizens.

Public employment services, the social partners and non-governmental organisations are invited to make the common format available to their members, be they individuals, enterprises or other organisations, and to promote its acceptance as a useful tool.

3. The Commission will, by the end of 2004, carry out an evaluation of the common format for curricula vitae and of how the scheme has been implemented.

The Commission will, if the evaluation shows it to be necessary, recommend changes to the format.

Done at Brussels, 11 March 2002.

For the Commission

Viviane REDING

Member of the Commission

⁽¹⁾ OJ C 49, 19.2.1993, p. 1.

⁽²⁾ OJ C 73, 23.3.2002.

⁽³⁾ OJ L 215, 9.8.2001, p. 30.

⁽⁴⁾ COM(2001) 678 final.

⁽⁵⁾ COM(2001) 116 final.

ANNEX

Common European format for curricula vitae (CVs)

EXPLANATORY NOTE

1. The common European format for CVs is a resource for the systematic, chronological and flexible presentation of individuals' qualifications and competences.
2. It is available in an easily accessible electronic form, as well as in a paper version. The CV format includes categories for the presentation of:
 - (a) information on personal matters, language proficiency, work experience and educational and training attainments;
 - (b) additional competences held by the individual, emphasising technical, organisational, artistic and social skills;
 - (c) additional information which might be added to the CV in the form of one or more annex(es), and guidance on how to do so simply and clearly.
3. The common European format for CVs is backed by an electronic library of sample CVs, illustrating how individuals in different countries, with differing work and educational backgrounds, have used the model CV for different purposes.
4. There are electronic links to instruments and resources at Community and national level on how to present qualifications and competences (e.g. Diploma supplements, Certificate supplements, Europass, the European Credit Transfer System, the European Computer Driving Licence etc.). The CV format is therefore one element in a broader strategy with a view to improving the transparency of qualifications and competences.
5. The 'jobseeker's database' ('CV-job search') developed and managed by the European Employment Services (EURES) reflects the above principles and requirements.

EUROPEAN CV FORMAT



***NOTE**

Replace the field <name of applicant> with your own name.

**** NOTE**

All text in italics is for information purposes only and should be removed once the CV has been completed.

***** NOTE**

All text in brackets () should be replaced by the information requested, using the same text properties.

PERSONAL INFORMATION

Name (Surname, other names)

Address (House number, street name, postcode, city, country)

Telephone

Fax

E-mail

Nationality

Date of birth (Day, month, year)

The following websites contain information on how to present and document your qualifications and competences:
europa.eu.int/comm/education
europa.eu.int/comm/dgs/employment_social
[/az_en.htm](http://europa.eu.int/comm/dgs/employment_social/az_en.htm)
eurescv-search.com/

For examples of completed CVs go to
www.trainingvillage/transparency/Cvsamples

<name of applicant>

Curriculum Vitae

EUROPEAN CV FORMAT

**WORK EXPERIENCE**

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education or training
 - Principal subjects/occupational skills covered
 - Title of qualification awarded
 - Level in national classification (if appropriate)

<name of applicant>

Curriculum Vitae

(Add separate entries for each relevant post occupied, starting with the most recent.)

(Add separate entries for each relevant course you have completed, starting with the most recent.)

EUROPEAN CV FORMAT



<name of applicant>

Curriculum Vitae

PERSONAL SKILLS AND COMPETENCES

acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

Mother tongue

Choose category/categories relevant to you

Other languages

- Ability to read
- Ability to write
- Ability to speak

(List languages and indicate level: excellent, good, basic.)

Artistic skills and competences

Music, writing, design, etc.

(Describe these competences and indicate where they were acquired.)

Social skills and competences

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

(Describe these competences and indicate where they were acquired.)

Organisational skills and competences

For example coordination and administration of people, projects, budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

(Describe these competences and indicate where they were acquired.)

Technical skills and competences

With computers, specific kinds of equipment, machinery, etc.

(Describe these competences and indicate where they were acquired.)

Driving licence(s)

Other skills and competences

Competences not mentioned above

(Describe these competences and indicate where they were acquired.)

EUROPEAN CV FORMAT



<name of applicant>

*Curriculum Vitae***ADDITIONAL
INFORMATION**

(Include here any other information that may be relevant, for example contact persons, references, etc.)

ANNEXES

Annexes should be added where appropriate. Examples of annexes are available at

www.trainingvillage/transparency