**RESUME tEmplate**

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| PERSONAL INFORMATION | Replace with Last name(s) First name(s) |
| [All fields in the resume are optional; remove any unfilled fields]. |
|   | Replace by street number, street name, postal code, city, country   |
|  Replace by phone number  Replace by cell phone number  |
| Enter email address(es) |
| Enter the name of the personal website(s)   |
| Replace by MI service type Replace by email account(s)   |
| Gender Indicate your gender | Date of birth dd/mm/yyyy | Nationality Indicate nationality(ies) |

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| POSITION TARGETEDPROFESSIONDESIRED EMPLOYMENTREQUIRED STUDIESprofilE | Replace with the name of the position / job sought / studies sought / your profile (remove irrelevant headings from the left column) |

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| PROFESSIONAL EXPERIENCE |   |

[Describe each work experience separately. Begin with the most recent]

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| Replace with dates (from - to) | Replace with the function or position held |
| Replace with the name and location of the employer (if necessary, the address and website) |
| * Replace with key activities and responsibilities
 |
| Type or sector of activity Replace with the type or sector of activity |

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| EDUCATION AND TRAINING |   |

[Describe each action separately; start with the most recent].

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| Replace with dates (from - to) | Replace with the qualification obtained | Enter EQF (or other) level if applicable |
| Replace with the name and location of the educational or training institution (if necessary, the country) |
| * Replace with list of major subjects covered or skills acquired
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| PERSONAL SKILLS |   |

[Delete unfilled fields].

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| Mother tongue(s) | Replace with your mother tongue(s) |
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| Other language(s) | UNDERSTANDing | SPEAKing | WRITing |
| Listening | Reading | Taking part in a conversation | Speaking in a continuous voice |  |
| Replace with language | Specify level | Specify level | Specify level | Specify level | Specify level |
|  | Replace with the name of the language diploma. Specify the level if known. |
| Replace with language | Specify level | Specify level | Specify level | Specify level | Specify level |
|  | Replace with the name of the language diploma. Specify the level if known. |
|  | Levels: A1/A2: basic user - B1/B2: independent user - C1/C2: experienced user[Common European Framework of Reference for Languages](https://europa.eu/europass/fr/common-european-framework-reference) |

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| Communication skills | Replace with your communication skills. Indicate the context in which they were acquired. Example : * good communication skills gained from my experience as a sales manager
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| Organizational / managerial skills | Replace with your organizational / managerial skills. Indicate in which context they were acquired. Example:* leadership (currently responsible for a team of 10 people)
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| Job-related skills | Replace with professional skills not described elsewhere. Indicate in what context they were acquired. Example:* good command of quality control processes (currently responsible for quality audits)
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| Digital skills | SELF-ASSESSMENT |
| Information processing | Communication | Content creation | Security | Problem solving |
|  | Specify level | Specify level | Specify level | Specify level | Specify level |
|  | Levels: basic user - independent user - experienced user[Digital Competencies - Self-Assessment Grid](https://europa.eu/europass/fr/how-describe-my-digital-skills) |
|  | Replace with the name of your computer certificates |
|  | Replace with your other computer skills. Indicate in what context they were acquired. Examples:* good command of office suites (word processing, spreadsheet, presentation software)
* good command of image processing software acquired as an amateur photographer
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| Other skills | Replace with skills not listed above. Indicate the context in which they were acquired. Example: * carpentry
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| Driver's license | Replace with the category(ies) of driver's license you hold. |

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| ADDITIONAL INFORMATION |   |

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| PublicationsPresentationsProjectsConferencesSeminarsDistinctionsAffiliationsReferencesQuotesCourseCertifications | Remove irrelevant titles from the left column.Example of a publication :* Article : "Les Jurassiens parlent aux Jurassiens - Fragments du discours épilinguistique sur la diglossie franco-suisse". Dans Présence transfrontalières. La Brévine, 2003.

Example of a project:* New Cabourg Library: chief architect, responsible for the plans, tenders and supervision of the works (2008-2012).
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| ANNEXES |   |

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|  | Replace with the list of documents attached to the resume. Examples:* copies of diplomas and other qualifications
* certificate of employment or internship
* publications or research
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