**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 TARGETED  PROFESSION  DESIRED EMPLOYMENT  REQUIRED STUDIES  profilE | 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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| Publications  Presentations  Projects  Conferences  Seminars  Distinctions  Affiliations  References  Quotes  Course  Certifications | 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 |