**Curriculum vitae**

1. **Family name:**
2. **First name:**
3. **Date of birth:**
4. **Nationality:**
5. **Place of Residence:**
6. **Civil status:**
7. **Contact details:**
8. **Education** (including continuous education)**:**

|  |  |
| --- | --- |
| **Institution****[Date from - Date to]** | **Degree(s) or Diploma(s)** |
|  |  |
|  |  |

1. **Language skills:** on a scale of 1 to 5 (1 - excellent; 5 - basic)

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Membership** **of professional bodies:**
2. **Other skills:** (e.g. Computer literacy, etc.)
3. **Present position:**
4. **Years within the firm:**
5. **Employment record:**
6. **Key qualifications:**
7. **Other relevant information:** (e.g., Publications)
8. **Detailed projects:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date from - Date to | Location | Company | Position | Client | Description |
|  |  |  |  |  | Project title: …Project size: …Description of activities (deliverables etc.): … |
|  |  |  |  |  | Project title: …Project size: …Description of activities (deliverables etc.): … |
|  |  |  |  |  | Project title: …Project size: …Description of activities (deliverables etc.): … |
|  |  |  |  |  | … |
|  |  |  |  |  | … |