

First Name LAST NAME

✉ email@address.com

☎ phone number

🏠 postal address

📅 date of birth + age

🌐 nationality

Education

● Level and name of degree *[most recent]*

Start date - end date

Name university/school, City (Country)

If the period has not ended, mark

- Grade average
- Marks of distinction: ranking, dean's list, excellence awards, etc.
- Research/dissertation title

Start date - Present

● Level and name of degree *[oldest]*

Start date - end date

Name university/school, City (Country)

- Grade average
- Marks of distinction: ranking, dean's list, excellence awards, etc.
- Research/dissertation title

Must include masters, bachelor's or engineering degrees obtained or in the process of being obtained, as well as preparatory classes. No need to include high school/secondary school and the like.

Awards and distinctions

● Competition/scholarship *[most recent]*

Date

Name of issuing institution (Country)

- Result, requirements, etc.

● Competition/scholarship *[oldest]*

Date

Name of issuing institution (Country)

- Result, requirements, etc.

Work experience / internships

● Name of position *[most recent]*

Start date - end date

Name of company/institution, City (Country)

(duration in years, months or weeks)

- activities carried out within the company/organisation
- projects to which they have contributed
- specific skills acquired

● Name of position

Start date - end date

Name of company/institution, City (Country)

(duration in years, months or weeks)

- activities carried out within the company/organisation
- projects to which they have contributed
- specific skills acquired

● Name of position *[oldest]*

Start date - end date

Name of company/institution, City (Country)

(duration in years, months or weeks)

- activities carried out within the company/organisation
- projects to which they have contributed
- specific skills acquired

Extra-curricular activities

- **Status/role** *[most recent]* Start date - end date
Name of organisation, City (Country)
 - activities carried out within the organisation
 - responsibilities given
 - projects completed
- **Status/role** *[oldest]* Start date - end date
Name of organisation, City (Country)
 - activities carried out within the organisation
 - responsibilities given
 - projects completed

Language Level

- XXX: mother tongue (*if more than one, list them all*)
- YYY: C1 level (*if so, specify the name of the test taken*)
- VVV: A2 level (*if so, specify the name of the test taken*)

Your language level must be expressed solely on the basis of the CECRL (from A1 to C2). If you do not have an official test, simply indicate your assumed level.

Skills

Hard skills

- IT skills (MS Office, Spreadsheets, etc.)
- Programming skills (Python, Java, etc.)
- Laboratory skills (examples, etc.)
- Accounting skills (examples, etc.)
- etc.

Don't use graphic gauges/graphs for skills, just write down the ones you have mastered.

Soft skills

- Team player
- Independent
- Initiative
- Creativity
- etc.

Publications and conferences

- Names of authors, title of publication/contribution, journal/place of publication/conference, date of publication/conference *[most recent]*
- Names of authors, title of publication/contribution, journal/place of publication/conference, date of publication/conference *[oldest]*