

PERSONAL INFORMATION



Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

- Replace with house number, street name, city, postcode, country
- Replace with telephone number Replace with mobile number
- State e-mail address
- State personal website(s)
- Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

APPLICATION FOR CERTIFICATION QUALIFICATION

Description of the preferred sector:

sport sector and discipline (e.g. athletics – long jump)

Specialisation: indicate if it is performance related activities (competitive sport), amateur grassroots sport, studies applied to sport, education through sport, sport and culture, sport and health enhancing physical activities, management of sport,

Description of own key personal competences:

5-10 lines descriptions of own specific competences, developed through education (formal, informal, non-formal) and work or volunteer activities

WORK AND VOLUNTEERING EXPERIENCE (professional and sport career)

[Add separate entries for each experience. Indicate if it is professional or volunteering. Indicate the annual average workload hours. Start from the most recent.]

Replace with dates (from - to)

Replace with occupation or position held TOTAL= ANNUAL WORKLOAD HOURS – personal study or personal training, ANNUAL TEACHING HOURS, ANNUAL LEARNING HOURS

Replace with employer's name and locality (if relevant, full address and website)

- Replace with main activities and responsibilities

Sport organisation or sector Replace with type of sport organisation or sector

EDUCATION AND TRAINING

Replace with dates (from - to)

[Add separate entries for each course. Start from the most recent.]

Replace with qualification awarded

Replace with EQF (or other, or study duration) level if relevant

Replace with education or training organisation's name and locality (if relevant, country)

- Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

Mother tongue(s)

[Remove any headings left empty.]

Replace with mother tongue(s)

Other language(s)

Replace with language

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level

Replace with language	Replace with name of language certificate. Enter level if known.				
	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills Replace with your communication skills. Specify in what context they were acquired. Example:
 ▪ good communication skills gained through my experience as sales manager

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired.
 Example:
 ▪ leadership (currently responsible for a team of 10 people)

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.
 Example:
 ▪ good command of quality control processes (currently responsible for quality audit)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Enter level	Enter level	Enter level	Enter level	Enter level

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificate(s)

Replace with your other computer skills. Specify in what context they were acquired. Example:
 ▪ good command of office suite (word processor, spread sheet, presentation software)
 ▪ good command of photo editing software gained as an amateur photographer

Other skills Replace with other relevant skills not already mentioned. Specify in what context they were acquired.
 Example: BLS and first aid,

Driving licence Replace with driving licence category/-ies. Example:
 B

ADDITIONAL INFORMATION

Publications Presentations Projects Conferences Seminars Honours and awards Memberships References Citations Courses Certifications	Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column. Example of publication: ▪ How to write a successful CV, New Associated Publishers, London, 2002. Example of project: ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012). List the main references. If not listed, may be requested on demand
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ANNEXES

Replace with list of documents annexed to your CV. Examples:

- copies of degrees and qualifications;
- testimonial of employment or work placement;
- publications or research.