**[Replace with First name and Surname]**

PHOTO

**PERSONAL INFORMATION**

Name

Address

Telephone

Fax

E-mail

Nationality

Date of birth

**EDUCATION AND TRAINING**

[Indicate all informations related to the High School Diploma and other important study experiences. To add more experiences, copy all the lines and fill out again. Then delete this red text]

Date [Replace with the date of Diploma ]

Institute [Replace with the name of the Institute]

Field of studies [Es. “Tourism Hospitality”]

Principal subjects [Es. math, english, etc…]

Profession [Es. waiter, surveyor, etc…]

Rating

**WORK EXPERIENCE**

[Start with the most recent information and list each covered job separately. To add more experiences, copy all the lines and fill out again. It is also possible to insert short periods, non-contractual works, Alternanza Scuola Lavoro experiences, internships. Then delete this text in red. If there are no such experiences, delete the section]

Date

Company

Type of company

Type of job

Activities

**LANGUAGE SKILLS**

Mother tongue :

Foreign Language:

• Speaking [Replace with the level: beginner, intermediate, advanced]

• Listening [Replace with the level: beginner, intermediate, advanced]

• Writing [Replace with the level: beginner, intermediate, advanced]

**SKILLS**

[Indicate all the personal, communicative, digital skills and any other ability. Es. Good communication skills gained through my experience in group works]

Date Signature