Date and place of Birth:  
Address:  
Email

Your Name

|  |  |  |
| --- | --- | --- |
| SKILLS AND COMPETENCIES |  | You can describe your skills and competences here. You can include skills you have developed at work, during your work placements or experience, as a volunteer, at school or in your free time. |
| EDUCATION |  | List here your education, diplomas and certificates. Put the most recent item at the top. |
| WORK EXPERIENCE |  | List here the jobs you have had. You can include paid and unpaid work. You can also include full-time and part-time work. Remember to include summer jobs, work placements and on-the-job training.  Write the start and end dates of employment, the company name and your tasks. Position the most recent item at the top. |
| ICT SKILLS |  | Tell how you use information technology and computers. List programmes and applications you can use. |
| LANGUAGES |  | List the languages you speak. You can use the following “scale” to describe your skills.  Native language  Excellent command  Good command  Basic communication skills  *Example: French, basic communication skills.* |
| COMMUNITY INVOLVEMENT |  | Talk about your community activities such as your involvement with social clubs and organizations and sports clubs. |
| INTERESTS |  | Tell about your interests and what you like to do when you have free time. |
| REFEREES |  | List 1-3 referees and their contact information. A referee is someone who knows you and your skills and competences. They can be, for example, your supervisor, co-worker or teacher. |

ATTACHMENT:   
STRENGTHS AND SPECIAL NEEDS

Your Name

|  |  |  |
| --- | --- | --- |
| Strengths:  Positive feedback I have received from my superiors, co-workers and classmates |  | Hint: You can include any work-related positive feedback you have received. See the following examples of work-related positive feedback.  I am always on time.  I independently manage the time of the beginning and end of work as well as breaks.  I am good at working with others.  I am tidy/well-organized and keep things at their proper places. |
| Support:  I would like my special needs to be taken into account in the following way |  | Hint: Describe what kind of support or adjustments you need at work. See the following examples.  I need instructions in clear language. Explain instructions one step at a time.  I learn best if you show me how to do a task.  If there are several instructions, you can write the process in a notebook for me.  It is important that I work in a peaceful environment. I can get easily distracted.  I work well when I know that I can ask for help when I need it.  I have special equipment that supports me in my job. |

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