



Checklist for your CV

Please note that this is a checklist to gather all information to produce your own CV – this is not a template for a CV!

Personal data (marked with an * - might differ from country to country)

- Name
- Place of birth
- Date of birth *
- Marital status*
- Citizenship
- Address
- Phone
- E-mail

School Education

- Complete list of schools you attended (from....to)

Professional / Vocational Education

- Which kind of professional education?
- From...to?
- Which school/ institution?

Professional / Work experience

- Where, from....to?
- Description of your tasks

Further Training and Qualification

- Which kind of training, from....to, Trainings/Qualification institution?

Specific Skills

- Language skills
- IT skills
- Other relevant professional skills
- Driving license

Optional: personal interests (if relevant for the position you apply for)

Optional: references from e.g. former teachers, professors, employers,...

Check all the spelling and grammar of your CV!

