

Curriculum Vitae (Resume)

1. Personal Data

Title (Mr., Ms.)
Family name
First name
Place and date of birth
Nationality at birth
Present nationality
Marital status

2. Contact Details

Address (Street + Number)
P.O. Box
Zip Code
City/Town
State/Country
Phone (landline)
Phone (mobile)
e-mail
Skype

3a. Education / Schools

Starting with the present or the last one, list the last two schools (primary/secondary school, high school, grammar school, college, university) which you have attended and indicate

Place/country and name of the school/institution
Language(s) of Instruction
from (month/year) to (month/year)
Subject
Grade
Degree (e.g. certificate, diploma, BA., MBA, MA, MSc, PhD)

3b. Apprenticeship / Vocational Training

Provided that you have made an apprenticeship, please indicate

Place (city/town, country)
from (month/year) to (month/year)
Profession

Final apprenticeship examination passed: yes/no

3c. Continuing Education / Trainings

Starting with the present or the last institution, list every continuing education/training which you have attended.

Place (city/town, country) and name of the teaching institution
Language(s) of Instruction
Duration of the training (number of days/weeks/months/years)
Subject
Name of diploma awarded and date of issuance

4. Langue Skills

Mother tongue(s)

Foreign languages (Spanish in particular, as well as other Latin languages, such as French, Italian, etc.).

Rate your skills per foreign language, using „basic [3],“ or „serviceable [2],“ or „fluent“ [1].

5. Computer Skills

Name the programmes (applications) you are familiar with (e.g. Word, Excel, etc.), and rate your skills per application, using with „basic [3],“ or „serviceable [2],“ or „good“ [1].

6. Driving Licence

Driving licence: yes/no.

7. Employment History

List all the paid occupations you have practised in the past, beginning with the current or the most recent one, and indicate

Place (city/town – country)
Name of the company (employed/self-employed)
Type of business/industry
from (month/year) to (month/year)
Job title
Duties/responsibilities
Working language(s)

8. Voluntary Work

List all the activities (in terms of voluntary work) you have practised in the past, beginning with the current or the most recent one, and indicate

Place (city/town – country)
Name of the institution/organisation
Field/area
from (month/year) to (month/year)
Duties/responsibilities
Working language(s)

9. Travels and Stays Abroad

List travels and stays abroad of more than two weeks (cultural exchange programme, further education/language course, work abroad, travelling/tourism, etc.), and indicate country and year respectively.

10. Hobbies / Leisure Activities

Name those of your hobbies/leisure activities, which are *not* listed under „8. Voluntary Work.“

11. Voluntary Work Placement in Arequipa

Indicate the fields/areas (in preferential order, starting with your favourite one) where would like to render voluntary work, i.e. to be placed.

12. References

Name three persons (family name/first name, company/organisation, position/job title, phone [mobile], e-mail, Skype) not related to you, who are familiar with your character and qualifications.

End