MODEL OF RESUME

1. **IDENTITY**

Name and Surname

Date and Place of Birth

Marital status

Nationality

Address

Phone number

Email

1. **TRAINING**
2. Academic Training

|  |  |  |
| --- | --- | --- |
| Year | Degree | University / School |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Vocational Training

|  |  |  |
| --- | --- | --- |
| Year | Theme | Certificate/ testimonial |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **PROFESSIONAL EXPERIENCE**

Total duration of the experience: -------------------------------------------------------------

Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period | Companies | Positions | Responsibilities / duties | References |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

1. **LANGUAGE ABILITY** (List languages mastered and assign a rating on a scale of 1 to 5. 5 being the highest rating)

|  |  |  |
| --- | --- | --- |
| Languages | Spoken | Written |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **COMPUTING SKILLS (Software mastered)**

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1. **OTHERS ASSETS**

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I certify accurate, information mentioned above.

 Signature

 Name and surname