|  |
| --- |
| **CV OF PROPOSED PERSONNEL** |

|  |
| --- |
| **PERSONAL INFORMATION** |

|  |  |
| --- | --- |
| Title: Choose an item. | Surname: |
| First Name: | Date of birth: |
| City of birth: | Country of birth: |
| Present Nationality: |  |
| Do you require a permit to work at the location indicated in the vacancy? |  |

|  |
| --- |
| **EDUCATION** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Formal Education** | | | | | | |
|  | Name and Location | From mm/yy | To mm/yy | Full-Time/Part -Time | Major Subjects | Degree or Diploma obtained |
| Secondary School/High school |  |  |  | Choose an item. |  |  |
| Choose an item. |  |  |  | Choose an item. |  |  |
| Choose an item. |  |  |  | Choose an item. |  |  |
| Choose an item. |  |  |  | Choose an item. |  |  |
| Choose an item. |  |  |  | Choose an item. |  |  |

If required, additional diplomas can be described in the Area of Specialisation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Membership of Business Professional Associations, Professional Qualifications** | | | | | |
| Qualification Received | Awarded by | Subject | From Mmm/yy | To Mmm/yy | Date |
|  |  |  |  |  |  |

|  |
| --- |
| 1. **List of patents, publications and other significant work** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Languages** | | | | |
| Mother tongue |  | | | |
| Other languages | Speaking | Listening | Writing | Reading |
|  | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. | Choose an item. |

\*Please list languages in order of fluency and use as reference the Common European Framework of Reference (CEFR) table in Annex 1 to evaluate the candidate’s level.

|  |
| --- |
| 1. **Area of specialisation** |
|  |

|  |
| --- |
| **PROFESSIONAL EXPERIENCE** |

|  |  |
| --- | --- |
| **PRESENT EMPLOYMENT** | |
| Company: | |
| Address: | |
| Job title: | |
| Name of Supervisor: | |
| Employment from (mm/yy): | Employment to (mm/yy): |
| Total years/months of employment[[1]](#footnote-1): | |
| Description of duties and responsibilities: | |
| Number of employees reporting to you: | |
| Reason for leaving: | |

|  |  |
| --- | --- |
| **PREVIOUS EMPLOYMENT** | |
| Company: | |
| Address: | |
| Job title: | |
| Name of Supervisor: | |
| Employment from (mm/yy): | Employment to (mm/yy): |
| Total years/months of employment: | |
| Description of duties and responsibilities: | |
| Number of employees reporting to you: | |
| Reason for leaving: | |

|  |  |
| --- | --- |
| **PREVIOUS EMPLOYMENT** | |
| Company: | |
| Address: | |
| Job title: | |
| Name of Supervisor: | |
| Employment from (mm/yy): | Employment to (mm/yy): |
| Total years/months of employment: | |
| Description of duties and responsibilities: | |
| Number of employees reporting to you: | |
| Reason for leaving: | |

|  |  |
| --- | --- |
| **PREVIOUS EMPLOYMENT** | |
| Company: | |
| Address: | |
| Job title: | |
| Name of Supervisor: | |
| Employment from (mm/yy): | Employment to (mm/yy): |
| Total years/months of employment: | |
| Description of duties and responsibilities: | |
| Number of employees reporting to you: | |
| Reason for leaving: | |

|  |
| --- |
| For previous employment, please indicate below: |

|  |
| --- |
| **MOTIVATION LETTER** |

Dear Sir/Madam,

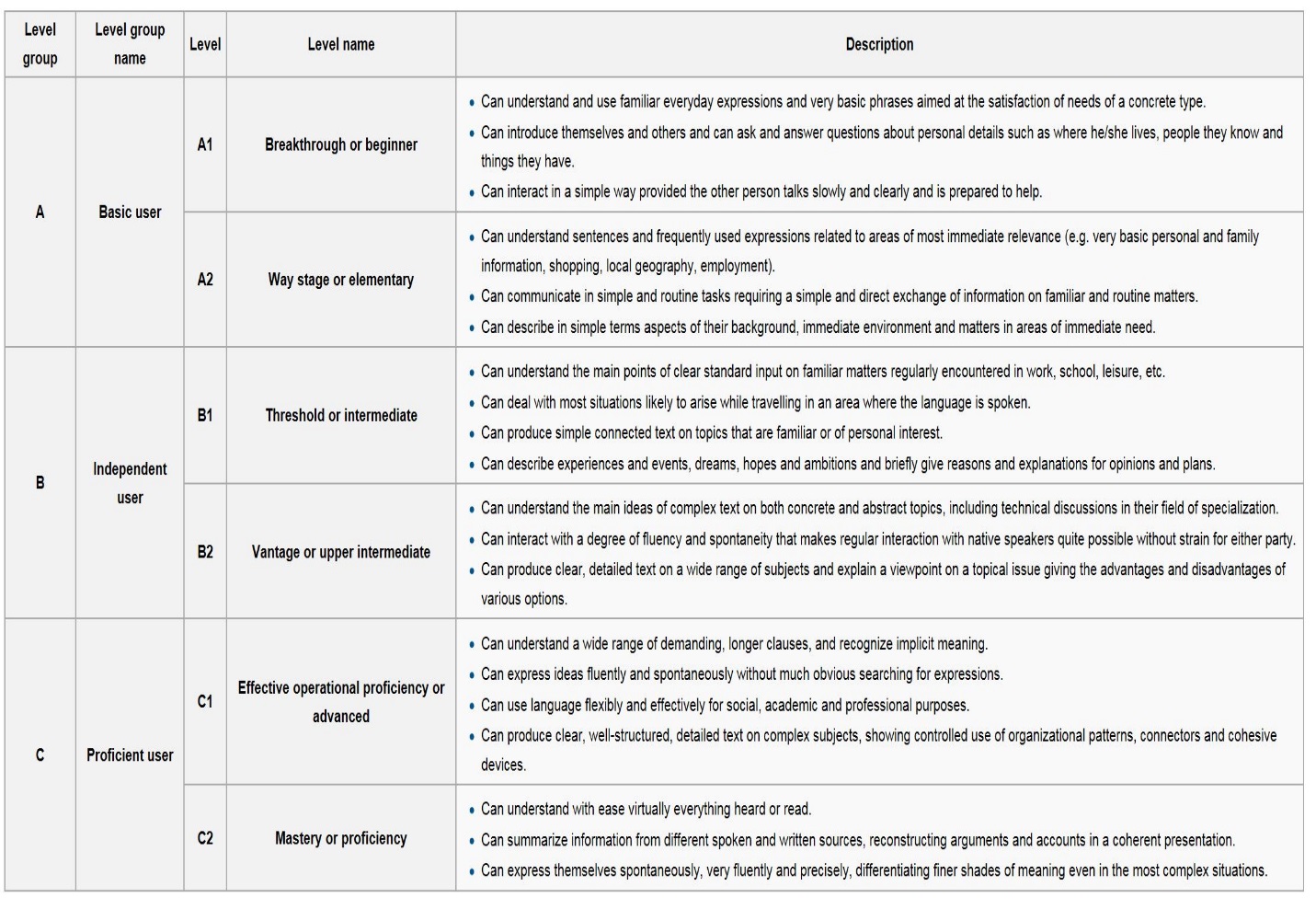
[PLEASE COMPOSE MOTIVATION LETTER HERE]

- Outline what are the main factors that make you apply for this post and your interest in working at ESA/ESTEC at their XXXX Office within ESA’s Directorate of XXXX;

- Describe your experience and link your past experience and your skills with the position requirements: why do you think you will succeed in this role?

*Annex 1:*

***Common European Framework of Reference for Languages***

****

1. Please indicate total years/months of employment acquired until you submitted your application for this RT. [↑](#footnote-ref-1)