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| **CV OF PROPOSED PERSONNEL** |

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| **PERSONAL INFORMATION** |

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| 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? |  |

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| **EDUCATION** |

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| 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.

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

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

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| 1. **Languages**
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| 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.

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| 1. **Area of specialisation**
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| **PROFESSIONAL EXPERIENCE** |

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| **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:       |

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| **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:       |

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| **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:       |

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| **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:       |

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| For previous employment, please indicate below:      |

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| **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***

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