

**Special-CV
(model CV) for young people
changing from school to a
vocational training**

PERSONAL DETAILS

Family name, first name

Address

Telephone

Fax

E-Mail

Nationality

Date of birth (day, month, year)

EDUCATION

**1. Secondary school level I and
other secondary schools**

- Date (from - to)
- Name and type of school
 - Main subjects
 - Favourite subjects
- Description of qualification
achieved
- Special activities/function at school;
participation in projects

2. Primary school

Date (from - to)

**WORK EXPERIENCE AND
(HOLIDAY) JOBS**

- Date (from – to)
(starting with the last training post
/job)
- Name and address of the firm
 - Field of activity of the firm
 - Most important activities and
experience during the training period
or job

**VOCATIONAL TRAINING
(STARTED) BUT NOT COMPLETED**

- Date(from – to)
- Name and address of firm
- Field of activity of the firm
 - Training profession
- Qualification or reason for not completing the training

PERSONAL ABILITIES AND SKILLS

MOTHER TONGUE

OTHER LANGUAGES

Language

- Reading (average mark in school-leaving qualification)
- Writing (average mark in school-leaving qualification)
- Speaking(*average mark in school-leaving qualification*)

**SOCIAL AND ORGANIZING
ABILITIES AND SKILLS**

*E. G. FAMILY ENVIRONMENT, SOCIAL
COMMITMENT, INVOLVEMENT IN CLUBS AND
SOCIETIES, OTHERS*

TECHNICAL ABILITIES AND SKILLS

*In the field of computers, household
appliance and home entertainment
equipment, special types of equipment
and machines etc.*

ARTISTIC ABILITIES AND SKILLS

Music, Art, Theatre, etc.

HOBBIES/INTERESTS

DRIVING LICENCE (S)

(if applicable)

ENCLOSURES

*Please specify, which documents,
certificates are enclosed*