

PERSONAL INFORMATION


Nome Cognome

 Indirizzo (come in Italiano – CAP Città (LU) - Italy

 +39 numero fisso  +39 numero cellulare

 Indirizzo e-mail

 Sito web (se uno l'ha, altrimenti togliere la voce)

 Skype o altro IM service (se uno non l'ha togliere la voce)

Sex Sesso (Male or Female) | **Date of birth** data / mese esplicito / anno | **Nationality** Italian

POSITION

International mobility Erasmus+ KA1
Project n. 2019- 1 - IT01 -KA102-007129
“Tecnotransfer 4.0”

WORK EXPERIENCE

Date (from - to) **Intern (in caso di stage in azienda) Trainee (in caso di officina)**

Azienda o persona dove si è lavorato o fatto uno stage, indirizzo, sito web

▪ Main activities and responsibilities

-

Business or sector Tipo di azienda o settore in cui hai lavorato o fatto stage

EDUCATION AND TRAINING

342

Data di inizio delle vostre superiori
- present

Student – Currently attending the 4th year

IIS (Secondary Technical Institute) “Galilei-Artiglio” – via Aurelia Nord, 342 – 55049 Viareggio (LU) - Italy. Website: <http://www.iisgalileiartiglio.gov.it/>.

▪ Principal subjects covered: elencate le materie tecniche più importanti del vs corso

▪ Skills acquired:

- Indicare in Inglese cosa avete imparato a fare. Usate -ing forms. Vedete sotto Workplace health and safety course (è il corso per la sicurezza).

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December 2018 – March 2019

Workplace health and safety course

IIS (Secondary Nautical Institute) “Galilei-Artiglio”

▪ Skills acquired:

- Identifying hazard and managing risk
- Manual handling and hearing conservation
- Applying fire safety measures

PERSONAL SKILLS

Mother tongue(s) Italian (aggiungerne alter se il caso)

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				

English

Replace with language

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

Per la descrizione dei livelli, vedere [Common European Framework of Reference for Languages](#)

Communication skills

Replace with your communication skills. Specify in what context they were acquired. Example:

- good communication skills gained through my experience as sales manager

Un elenco di "communication skills" lo trovate qui: <https://www.enmu.edu/sample-resume-phrases-and-suggestions>

Organisational / managerial skills

Replace with your organisational / managerial skills. Specify in what context they were acquired.

Example:

- leadership (currently responsible for a team of 10 people)

Job-related skills

Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.

Example:

- good command of quality control processes (currently responsible for quality audit)

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Enter level	Enter level	Enter level	Enter level	Enter level

Levels: Basic user - Independent user - Proficient user

[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificates

Replace with your other computer skills. Specify in what context they were acquired. Example:

- good command of office suite (word processor, spread sheet, presentation software)
- good command of photo editing software gained as an amateur photographer

Other skills

Replace with other relevant skills not already mentioned. Specify in what context they were acquired.

Example:

- carpentry

Driving licence

Replace with driving licence category/-ies. Example:

B

ADDITIONAL INFORMATION

Publications	Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.
Presentations	Example of publication:
Projects	▪ How to write a successful CV, New Associated Publishers, London, 2002.
Conferences	Example of project:
Seminars	▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
Honours and awards	
Memberships	
References	
Citations	
Courses	
Certifications	

Togliere tutto quello che non serve

ANNEXES

Replace with list of documents annexed to your CV. Examples:

- copies of degrees and qualifications;
- testimonial of employment or work placement.

TOGLIERE TUTTO QUELLO CHE NON SERVE!

Date: _____

Signature: _____