**Curriculum Vitae**

INFORMATION ABOUT CANDIDATE

|  |  |
| --- | --- |
| Name, Surname | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Personal identity number | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone number | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

EDUCATION

*Start with the latest information. If higher education has been obtained abroad, a document on its academic recognition in Latvia must be attached or candidate shall certify that the obtained education may be aligned to a PhD degree in Latvia.*

|  |  |
| --- | --- |
| YY-YY | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Institution of higher education, degree obtained, field |
| YY-YY | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Institution of higher education, degree obtained, field \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| YY-YY | Institution of higher education, degree obtained, field |

ADDITIONAL EDUCATION

|  |  |
| --- | --- |
| MM/ YY | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Educational institution, field\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| MM/ YY | Educational institution, field |

**LANGUAGE PROFICIENCY**

|  |  |  |  |
| --- | --- | --- | --- |
|  | UNDERSTANDING | SPEAKING | WRITING |
|  | Listening | Reading | Dialogue | Monologue |  |
| Latvian |  |  |  |  |  |
| English |  |  |  |  |  |
| Other (specify) |  |  |  |  |  |

Levels: A1/A2: Beginners level; B1/B2: Intermediate level; C1/C2- Advanced level

Common European Framework of Reference for Languages.

WORK EXPERIENCE (in the last 10 years)

Please start with the latest information

|  |  |
| --- | --- |
| DD/MM/YY – DD/MM/YY | COMPANY NAME Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Main duties and responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Direct reporting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of employees (direct subordinates): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*The following information hall be specified in more detail in the extent to which it applies to the workplace and the work experience of the candidate*)Information about the company: Scope of the company business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Turnover EUR (*last year you worked for the company)*:\_\_\_\_Balance amount, EUR *(last year you worked for the company)*:\_\_\_\_Average number of employees *(last year you worked for the company)*: \_\_\_\_**Projects and major achievements of the candidate (in the last 10 years) (specifying the period):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |

**EXPERIENCE IN ORGANIZATIONS AND INTERNATIONAL ENVIRONMENT (in the last 10 years)**

|  |  |
| --- | --- |
| DD/MM/YY – DD/MM/YY | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organization, scale (e.g., intercountry, regional, global etc.), duties, responsibilities, achievements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DD/MM/YY – DD/MM/YY | Organization, scale (e.g., intercountry, regional, global etc.), duties, responsibilities, achievements |

**EXCELLENT ACHIEVEMENTS IN SCIENCE (in the last 10 years)**

|  |  |
| --- | --- |
| DD/MM/YY – DD/MM/YY | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project, responsibilities, project funding (total funding, local/international funding, private/public funding), result and achievements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DD/MM/YY – DD/MM/YY | Project, responsibilities, project funding (total funding, local/international funding, private/public funding), result and achievements |

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**OTHER IMPORTANS INFORMATION:** (what the candidate wants to specify) |