

# Portfolio

## Applications for Study & Employment



Lifelong  
Learning  
Programme

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# Table of Content

1. University Application Forms .....	3
2. Letters of Intent .....	19
3. CVs .....	25

# University Application Forms

In this section you will find examples of how to apply at a university in different European countries.

In order to be considered for a place within a degree programme you must fill out an application form for your specific university. Here you will be given an overview of different layouts and structures of applications.



# PETROLEUM-GAS UNIVERSITY PLOIESTI - ROMANIA

**Field of study:** .....

## Student's Personal Data

Family name: ..... First name: .....

Date of birth: ..... Place of birth: .....

Sex: ☐ Male - ☐ Female Nationality: .....

### Current Address (valid until: .../.../20...)

Street + No. : .....

Postal Code: ..... City: .....

Country: ..... Tel.: .....

### Permanent Address (if different)

Street + No. : .....

Postal Code: ..... City: .....

Country: ..... Tel.: .....

**E-mail** .....@.....

**Mobile Telephone (GSM)** .....

## Sending Institution

Name of your university / school: .....

Institutional Erasmus code: ..... City: .....

### Institutional Socrates / Erasmus Co-ordinator

Name: .....

Address: .....

Tel.: ..... Fax: .....

e-mail: .....@.....

**SIGNATURE:** .....

### Departmental Co-ordinator

Name: .....

Address: .....

Tel.: ..... Fax: .....

e-mail: .....@.....

**SIGNATURE:** .....

## Institution that will receive this Application Form

Institution	Country	Erasmus code	Period of study		Months
			From	I To	





## **PETROLEUM-GAS UNIVERSITY PLOIESTI - ROMANIA**

**Please send this Socrates Application Form to the following address:**

Petroleum – Gas University of Ploiesti

Address: Bd. Bucuresti, no. 39, 100680, Ploiesti, ROMANIA

FAX: + 40 244 575 847. email: [ilambrescu@upg-ploiesti.ro](mailto:ilambrescu@upg-ploiesti.ro), [www.upg-ploiesti.ro](http://www.upg-ploiesti.ro)



# Politechnika Wrocławska

**Numer kandydata**

(wypełnia Uczelnia)

**DANE OSOBOWE – PODLEGAJĄ OCHRONIE!**

## PODANIE O PRZYJĘCIE NA STUDIA w roku akademickim 20RR/RR

Przed wypełnieniem proszę przeczytać Informację ze wskazówkami i wypełnić formularz podania wielkimi literami

### 1. Wybrany język studiów

- ☐ **Polski**  
(chcę uczestniczyć w rocznym, przygotowawczym kursie języka polskiego oraz zdać egzamin z tego języka)
- ☐ **Polski**  
(posiadam wymaganą znajomość języka polskiego)
- ☐ **Angielski**  
(chcę uczestniczyć w rocznym, przygotowawczym kursie języka angielskiego oraz zdać egzamin z tego języka)
- ☐ **Angielski**  
(posiadam wymaganą znajomość języka polskiego)

### 2. Proponowany program studiów

**Nazwa Wydziału****Kierunek studiów**☐ I stopnia: licencjackie / inżynierskie☐ II stopnia: magisterskie☐ Nabór w październiku☐ Nabór w lutym

### 3. Dane personalne

**Nazwisko****Imiona****Miejsce urodzenia**☐ Mężczyzna ☐ Kobieta**Polskie pochodzenie**☐ Tak ☐ Nie**Data urodzenia****Obywatelstwo****Numer paszportu****Kraj stałego pobytu****Adres stałego zameldowania**

-----

-----

-----

Tel. domowy -----

Tel. komórkowy -----

Fax -----

e-mail -----

**Adres do korespondencji**

-----

-----

-----

Tel. stacjonarny -----

Tel. komórkowy -----

Fax -----

e-mail -----

### 4. Informacje o dotychczasowym kształceniu

**Szkoła średnia****Od****Do****Szkoła wyższa****Od****Do****Szkoła średnia / wyższa**

(jeśli szkoła wyższa, proszę podać kierunek studiów)

**Kwalifikacje**

(otrzymane świadectwo lub dyplom)

**Data otrzymania**

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 5. Znajomość języka angielskiego\*

Nazwa testu	Rezultat / poziom	Data egzaminu
IELTS		RRRRMMDD
TOEFL		RRRRMMDD
INNY		RRRRMMDD

\* kandydaci, którzy chcą podjąć studia w języku angielskim powinni posiadać odpowiedni stopień znajomości tego języka, stosowny do poziomu proponowanych studiów.

## 6. Dotychczas podejmowana praca (wolontariat również)

Miejsce zatrudnienia	Data	Rodzaj pracy

## 7. Sposób finansowania studiów

☐ Posiadam / staram się o stypendium   
(Proszę podać nazwę stypendium)

☐ Ja lub moja rodzina będziemy finansować studia

☐ Inny rodzaj finansowania studiów

## 8. Inne istotne informacje

Niepełnosprawność / specjalne potrzeby

Kontakt w razie nagłej konieczności  
(nazwisko / telefon)

## 9. Zakwaterowanie

Proszę o rezerwację miejsca w akademiku ☐ Tak ☐ Nie

## 10. Deklaracja

Zgadzam się na przestrzeganie warunków Regulaminu Uczelni.  
Potwierdzam, że informacje podane przeze mnie w formularzu podania są prawdziwe i kompletne.

Podpis kandydata

Data

## 11. Powody ubiegania się o przyjęcie na studia

Proszę podać powody ubiegania się o przyjęcie na studia oraz inne informacje dotyczące składanego podania

## 12. Załączniki

- ☐ Studia I stopnia: kopia świadectwa maturalnego przetłumaczona na język polski lub angielski
- ☐ Studia II stopnia: kopia dyplomu ukończenia studiów I stopnia oraz wykaz ocen z przebiegu studiów

Podanie wraz z kompletnymi dokumentami należy wysłać do:

POLITECHNIKA WROCŁAWSKA  
DZIAŁ REKRUTACJI  
50-370 WROCŁAW  
WYBRZEŻE WYSPIAŃSKIEGO 27  
POLSKA

tel.: + 48 71 320 31 70, +48 71 320 37 19, +48 71 320 44 39  
e-mail: admission@pwr.wroc.pl  
www.pwr.wroc.pl





# POSTGRADUATE STUDIES

date

## HIS MAGNIFICENCE, VICE-CHANCELLOR OF ŁÓDŹ UNIVERSITY

### APPLICATION

I am writing to apply for a place at Łódź University

**National Identification Number:**

#### Personal data

Surname:

Maiden name:

First name:

Date of Birth ( year-month-day):

Place of birth:

Father's name:

Mother's name:

Citizenship:

Proof of identity:

Telephone number:

E-mail address:

.

*Address:*

Home address:

Street:

Post-code:

City:

Province:

*Attitude to military service:*

Category:

Education:

The document which entitles to studying:

Institution which issued the document:

Place:

date:

I confirm all personal information in this application with my own signature

Łódź, .....

.....

**FORM A**  
(To be filled in CAPITAL LETTERS)

**PRE-ENROLLMENT APPLICATION FORM  
FOR NON-EU CITIZENS LIVING OUTSIDE ITALY**

**Academic Year .....**

To the Rector of the University of .....  
(please, specify the official name of the University)

The undersigned:

Surname (max 2 words): .....  
(for married women: please indicate your maiden name, first)

Name (max 2 words): .....

Born on .....in .....  
(City) (Country)

..... M / F.....  
(citizenship) (sex)

Address.....  
(Street name and number) (City and ZIP Code)

.....  
(Country) (Telephone number) (e-mail address)

**In possession of:**

(Please cross out the option, which does not apply)

Final school leaving qualification achieved/attendance details of the last year of High School  
“.....”  
(Please specify the name of the qualification in the original language)

University-level qualification/post-secondary qualification achieved at a non-academic Institution, which entitles the student to access the following level of academic education. The title in question has been achieved after High School completion and after no less than 12 years of global schooling.  
(Please cross out the option, which does not apply)

“.....”  
(Please specify the name of the qualification in the original language)

Final mark indicated on the qualification.....

Issuing institution/Name of the Institution, where the student is attending in the last year of school  
(Please cross out the option, which does not apply)

“.....”  
Foreign education system of reference (1) .....

Test of academic suitability (2) passed/to be sat on.....  
(Please cross out the option, which does not apply)

**The candidate applies for pre-enrolment in:**

(Please cross out the options, which do not apply)

1<sup>st</sup> year / degree course reduction/ one-block 2<sup>nd</sup> cycle degree course/ordinary 2<sup>nd</sup> cycle degree course in  
“ .....

**For the above-mentioned purposes, please find attached:**

(Please cross out the option, which do not apply)

- Certified true copy of the school leaving qualification achieved/of the substitutive certificate of completion of High School education (Please cross out the option, which does not apply) duly legalized by the Italian Diplomatic Authorities in the country of reference (1), provided with consular legalization, the *Dichiarazione di valore in loco* and with an official translation into Italian;
- Certified true copy of the final academic qualification achieved/of a post-secondary qualification achieved at a non-academic Institution, which entitles the student to have access to the following level of academic education. (Please cross out the option, which does not apply) duly legalized by the Italian Diplomatic Authorities in the country of reference (1), provided with consular legalization, the *Dichiarazione di valore in loco* and with an official translation into Italian;
- Transcript of exams issued by the competent University – approved by the Italian Diplomatic Authority in the country of reference (1) – with the name of each passed exams and the detailed syllabi of each course attended, required to achieve the final title in question.
- two passport-size photographs, one of which must be certified;
- Any further document (please specify which one) that could be useful for acceptance of the present application (2) and/or for the reduction of the duration of the degree course, must also be submitted together with a consular legalization, a *Dichiarazione di valore in loco* (DV) and an official translation into Italian.
- .....
- .....

Furthermore, the documents listed below will be attached, as required by the University (3):

- .....
- .....

**The undersigned declares:**

- To be aware that:
  - The Italian language test is going to take place at the selected University on.....;
  - The dates of the possible test of academic suitability and of the exams for the admission to the degree courses with *numerus clausus* will be duly communicated by the University;
  - they dispose of the necessary financial means;
- they own a medical insurance to cover medical expenses and possible hospitalization as provided by the Italian law or to commit to subscribe one as soon as they enter in Italy;
- Within 8 (eight) days from arrival in Italy, to submit the application to obtain the stay permit for study purposes (*permesso di soggiorno per studio*) to the local Police station (*Questura*), by presenting the entrance visa for study purposes issued by the competent Italian Diplomatic authorities, in order to allow the prospect students to sit the entrance examination for the academic year.....;
- In case the candidates are not admitted, they must go back to their country of residence within the expiry date of the stay permit.

.....  
(date)

.....  
(Signature of the Italian Diplomatic Authority)

(1) When the qualification is issued by a High School belonging to a different education system than the one of the student's country of residence - for instance, a Swiss student attending a British school in Switzerland – or of the country where the candidate studies or studied – for instance, Swiss student attending a British school in Kenya – the qualification must be legalized, must be provided with a *Dichiarazione di valore in loco* and of the translation drafted by the competent Italian Diplomatic Authorities, which in the examples mentioned above, would be the Italian Consulate General in London.

(2) For students coming from countries where entrance examinations exist to be admitted into Higher Education, the candidates must submit, together with the final High School leaving certificate, also a document stating that they have passed the academic suitability examination in their home countries (such as *Selectividad* in Spain, *Prova de Aferição* or *Prova Geral de Acesso ao Ensino Superior* in Portugal). Nonetheless, it is not necessary to have passed such examination for all those courses or faculties that in Italy have *numerus clausus*. All applications submitted by candidates, who do not have the document of academic suitability, will be accepted since their academic suitability will be examined by the terms scheduled in the corresponding calendar of examinations.

(3) As far as further documents to be attached to the present form are concerned, the candidates must follow the instructions of the University that will examine the present application.

## B.A. Application Form

## PERSONAL INFORMATION

Name \*

First	Last
Irina	Stolyarchuk

Address (street, house, apt. no., postal code, city, country) \*

Zemutine 33A 22 Švenčionėlių, Lietuva

Contact phone (country &amp; city codes included) \*

+3700 00 00 000

Additional phone

E-mail \*

vardas.pavarde@gmail.com

Gender

☐ M☒ F

## EDUCATIONAL INFORMATION

High school name

Švenčionėlių Mindaugo gimnazija

Year of graduation

2009

Name of your most recent English teacher

First	Last

If you have attended a university/college, list them below:

Name, city, country, date attended (from-to) LCC International University

Name, city, country, date attended (from-to)

## RELIGIOUS BACKGROUND (if applicable)

Denomination

Church name

**APPLICATION INFORMATION****Program of interest at LCC International University: \***

- ☒ Business Administration  
☐ English Language and Literature  
☐ Theology  
☐ Psychology

**I plan to (check all that apply):**

- ☐ Live in the LCC dormitory  
☐ Apply for financial aid  
☐ Take the TOEFL® ITP at LCC

**Who/What encouraged you to apply to LCC International University?**

- ☐ LCC Graduate  
☐ English Teacher  
☐ Educational Fair  
☒ Summer Language Institute  
☐ Friend who studies at LCC  
☐ Parents  
☐ Open Door Day/University Day  
☐ Church/Pastor  
☐ LCC Faculty/Staff  
☐ LCC Website  
☐ Campus Visit  
☐ Admissions Counselor  
☐ Publication  
☐ Evening English Institute  
☐ Other

**Do you have friends or relatives who have attended/are attending LCC International University?**

- ☐ Yes  
☒ No

**To the best of my knowledge, all the information I have given in this application is accurate.****Date**

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	
MM		DD		YYYY	

 [Print this page](#)

# Antrag auf Zulassung zum Studium für internationale Studienbewerber/innen mit ausländischem Bildungsnachweis

► Bitte beachten Sie die Hinweise im Merkblatt zum Antrag auf Zulassung zum Studium.

☐ Wintersemester  /  ☐ Sommersemester   
an der  (Name der Hochschule)

## 1. Angaben zum beabsichtigten Studium

### 1.1. Studiengang 1. Wahl

Fachsemester  
Für welches Fachsemester bewerben Sie sich?  
(Nur eintragen, wenn Anrechnungsbescheid vorliegt)

	Fachsemester
1. Hauptfach oder Kernfach	<input type="text"/>
2. Hauptfach oder 1. Beifach	<input type="text"/>
3. Fach	<input type="text"/>

Angestrebter Studienabschluss in Deutschland für Studiengang 1. Wahl

☐ Bachelor ☐ Master ☐ Promotion ☐ Staatsexamen ☐ Diplom ☐ Magister ☐ kein formeller Studienabschluss  
☐ sonstiger Studienabschluss  ☐ Lehramt an

### 1.2. Studiengang 2. Wahl

Für welchen Studiengang bewerben Sie sich, falls Sie im Studiengang 1. Wahl nicht zugelassen werden können?

Fachsemester  
Für welches Fachsemester bewerben Sie sich?  
(Nur eintragen, wenn Anrechnungsbescheid vorliegt)

	Fachsemester
1. Hauptfach oder Kernfach	<input type="text"/>
2. Hauptfach oder 1. Beifach	<input type="text"/>
3. Fach	<input type="text"/>

Angestrebter Studienabschluss in Deutschland für Studiengang 2. Wahl

☐ Bachelor ☐ Master ☐ Promotion ☐ Staatsexamen ☐ Diplom ☐ Magister ☐ kein formeller Studienabschluss  
☐ sonstiger Studienabschluss  ☐ Lehramt an

## 2. Angaben zur Person (genau wie im Pass angeben)

Familienname(n)   
Vorname und Namenszusätze   
Geschlecht ☐ männlich ☐ weiblich Geburtsdatum   19  (dd, mm, 19yy)  
Geburtsort   
Staatsangehörigkeit(en)

## 3. Korrespondenzadresse (Bitte in DRUCKBUCHSTABEN schreiben)

c/o   
Straße, Hausnummer   
Zimmer-Nr.   
Postleitzahl Ort / Zustellbezirk    
Staat   
E-Mail   
Telefon

## 4. Angaben zur Vorbildung

Alle Angaben müssen durch amtlich beglaubigte Nachweise und amtlich beglaubigte Übersetzungen in Deutsch oder Englisch belegt werden. Fügen Sie diese bitte unbedingt dem Antrag bei.

► Wichtig! Einige Hochschulen akzeptieren Nachweise in anderen Sprachen. (Detailinformationen der Hochschule beachten)

Schulausbildung (Studium siehe unten)	von - bis	Ihre Angaben
Dauer der Schulausbildung	<input type="text"/>	<input type="text"/>
(Grundschule bis Schulabschluss)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Nicht ausfüllen!

Eingang  
Registrier-Nr.

Matrikel-Nr.

Datum der HZB:

Art der HZB:

Note:

- ☐ Direkte HZB  
☐ DSH erforderlich  
☐ DSH nicht erforderlich  
☐ Feststellungsprüfung erforderlich  
☐ Besuch des Studienkollegs

Kurs

- ☐ externe Feststellungsprüfung  
☐ Ergänzungsprüfung

- ☐ Zulassungsbesonderheiten nach Studienplatzvergabeordnung

- ☐ Fachbindung

- ☐ Ablehnung

Weitere Bearbeitungsvermerke:

## Fortsetzung „4. Angaben zur Vorbildung“

Schulabschlusszeugnis

Datum

Originalbezeichnung (z.B. baccalaureat, Lise diplomasi, Maturität)

Staat

Haben Sie eine **Hochschulaufnahmeprüfung** im Land Ihrer Schulausbildung gemacht? ☐ ja ☐ nein

Wenn ja, bitte Datum  und Bezeichnung  angeben.

**Studienkolleg/Feststellungsprüfung**

Wenn Sie in der Bundesrepublik ein Studienkolleg besucht oder die Feststellungsprüfung abgelegt haben, nennen Sie bitte Name und Ort des Studienkollegs und wann und wie oft Sie die Feststellungsprüfung abgelegt oder versucht haben.

von - bis


Ihre Angaben


**Studium, weiterführende Ausbildung, Praktika, Berufsausbildung innerhalb und außerhalb Deutschlands**

Name der Einrichtung(en), Staat(en), Angabe des/der Studienfachs(-fächer), welche Prüfungen haben Sie abgelegt, welche(n) Abschluss/Abschlüsse haben Sie erreicht? Auch ein Nichtbestehen ist anzugeben.

von - bis


Ihre Angaben


**Tätigkeiten bis zur Antragstellung**

von - bis


Ihre Angaben


## 5. Sprachkenntnisse

### 5.1. Deutschkenntnisse (Nachweise beifügen)

Haben Sie Deutsch gelernt?

☐ ja ☐ nein

Wenn ja, wo?

Welches Niveau?

Wie viele Stunden?

Genaue Bezeichnung der Institution

Genaue Bezeichnung erworbener Sprachzeugnisse

Ort und Datum des Erwerbs angeben

Lesen / Hören / Schreiben / Sprechen

Haben Sie die TestDAF-Prüfung abgelegt?

☐ ja ☐ nein

Wenn ja, bitte Niveaustufen angeben:

Haben Sie eine DSH-Prüfung abgelegt?

☐ ja ☐ nein

Wenn ja, bitte Niveaustufen angeben:

☐ DSH 1 ☐ DSH 2 ☐ DSH 3

Haben Sie das Goethe-Zertifikat C 2 abgelegt?

☐ ja ☐ nein

Haben Sie eine der folgenden Prüfungen abgelegt:

☐ DSD I ☐ DSD II ☐ ZOP ☐ ZMP ☐ KSD ☐ GSD

Sonstige Nachweise? ☐ ja Genaue Bezeichnung:

Note, Niveaustufe

Befinden Sie sich zur Zeit in einem Deutschkurs?

☐ ja ☐ nein

Wenn ja, genaue Bezeichnung der Institution angeben.



## 5.2. Englischkenntnisse, die für die Studienwahl erforderlich sind

Haben Sie eine der folgenden Prüfungen abgelegt?

- ☐ Cambridge Certificate Wenn ja, welche Art? ☐ CAE ☐ FCE ☐ CPE \* Note, Niveaustufe  Bemerkung
- ☐ TOEFL-Test Wenn ja, welche Art? ☐ IBT ☐ CBT ☐ PBT \*\* Welcher Total Score?
- ☐ IELTS academics Note, Niveaustufe(n)     (Lesen / Hören / Schreiben / Sprechen)  Overall Band Score
- ☐ Sonstige Nachweise? Wenn ja, genaue Bezeichnung angeben  Note, Niveaustufe

## 5.3. Weitere Sprachkenntnisse, die für die Zulassung relevant sind

Sprache(n)

Welche Zertifikate in dieser Sprache besitzen Sie?

Note, Niveaustufe

► stets alle Nachweise beifügen

\* CAE (Cambridge Certificate Advanced English) FCE (Cambridge First Certificate in English) CPE (Cambridge Certificate of Proficiency in English)  
\*\* IBT (Internet based test) CBT (computer based test) PBT (paper based test)

## 6. Weitere zulassungsrelevante Fragen (nach den Studienplatzvergabeordnungen der Bundesländer)

### 6.1. Studienfinanzierung

Erhalten Sie ein Stipendium? ☐ ja ☐ nein Von welcher Institution?

Andere Finanzierungsquellen  (Angaben freiwillig)

6.2. Ist Ihnen in der Bundesrepublik Deutschland Asylrecht gewährt worden? ☐ ja ☐ nein Wenn ja, Nachweis beifügen.

6.3. Kann der beantragte Studiengang im Heimatland studiert werden? ☐ ja ☐ nein

6.4. Gehören Sie einer deutschsprachigen Minderheit im Ausland an? ☐ ja ☐ nein Welcher?

6.5. Nehmen Sie an einem Austauschprogramm mit unserer Hochschule teil? ☐ ja ☐ nein

An welchem?  Heimathochschule

► stets alle Nachweise beifügen

## 7. Ablegen des TestAS

7.1. Haben Sie den „Test für ausländische Studierende (TestAS)“ abgelegt? ☐ ja ☐ nein

Wenn ja, welches Ergebnis haben Sie im Kerntest erreicht? Standardwert

Prozentrang

Welches Fachmodul haben Sie abgelegt?

Welches Ergebnis haben Sie im Fachmodul erreicht? Standardwert

Prozentrang

7.2. Sonstige, für den beantragten Studiengang zulassungsrelevante Eignungsprüfungen

Ort  Datum

Ort  Datum

► stets alle Nachweise beifügen

## 8. Andere Bewerbungen

Haben Sie sich bereits in früheren Semestern an unserer Hochschule beworben?

☐ nein ☐ ja, zum Wintersemester  /  ☐ ja, zum Sommersemester

Studiengang

Nennen Sie bitte alle weiteren deutschen Hochschulen, an denen Sie sich für das kommende Semester ebenfalls bewerben/beworben haben.


## 9. Besondere Gründe für die Wahl der Hochschule

Sollten besondere Gründe dafür sprechen, dass Sie Ihr Studium an einer bestimmten Hochschule aufnehmen möchten, so geben Sie die Hochschule an und nennen Sie die Gründe. (gegebenenfalls ein zusätzliches Blatt verwenden)


## 10. Antrag auf Zulassung zur Feststellungsprüfung (bitte Merkblatt beachten)

10.1 Beantragen Sie zum kommenden Semester die Aufnahme in ein Studienkolleg für ausländische Studierende zur Vorbereitung auf die Feststellungsprüfung?

☐ ja ☐ nein

Haben Sie bereits an einer Aufnahmeprüfung zum Studienkolleg teilgenommen?

☐ ja ☐ nein

Wie oft?

Wann?

Wo?

10.2 Wünschen Sie die Zulassung zur externen Feststellungsprüfung zum nächstmöglichen Termin (ohne Besuch des Studienkollegs)?

☐ ja ☐ nein Merkblatt beachten!

10.3. Wünschen Sie die Zulassung zur Ergänzungsprüfung zum nächstmöglichen Termin (bei bereits vorliegender Feststellungsprüfung in einem anderen Schwerpunktkurs)?

☐ ja ☐ nein Merkblatt beachten!

## 11. Antrag auf Zulassung zum studienvorbereitenden Deutschkurs (Unbedingt Detailinformationen der Hochschule beachten: siehe Merkblatt)

Beantragen Sie im kommenden Semester die Aufnahme in einen studienvorbereitenden Deutschkurs? ☐ ja ☐ nein

### ► Alles ausgefüllt? Dann Antrag ausdrucken, unterschreiben und alle Unterlagen beifügen!

Ich versichere, dass ich alle Angaben nach bestem Wissen und Gewissen vollständig und richtig gemacht habe. Die geforderten Unterlagen (Nachweise/Belege in amtlich beglaubigten Kopien) sind beigelegt. Ich bin damit einverstanden, dass meine Unterlagen auf Echtheit überprüft werden können. Mir ist bekannt, dass fahrlässig oder vorsätzlich falsche Angaben ordnungswidrig sind und zum Ausschluss vom Zulassungsverfahren oder – bei späterer Feststellung – zum Widerruf der Zulassung bzw. Einschreibung führen können. Ich erkläre, dass ich die Zulassungsinformationen zur Kenntnis genommen habe. Für den Fall, dass diese Bewerbung zu uni-assist geschickt und dort bearbeitet wird, gebe ich folgende Erklärung ab: Ich habe die Allgemeinen Geschäftsbedingungen (AGB) des uni-assist e.V. unter [www.uni-assist.de/agb/](http://www.uni-assist.de/agb/) gelesen und akzeptiere sie.

Hinweis: Falls Sie weitere Gründe für Ihren Antrag nennen wollen, benutzen Sie bitte ein gesondertes Blatt. Die vorstehenden Angaben werden von den Hochschulen gespeichert und ausgewertet. Sie unterliegen in vollem Umfang den derzeit geltenden Datenschutzbestimmungen. Mit Ihrer Unterschrift stimmen Sie dem zu.

Ort

Datum

Unterschrift



Formular drucken

Bearbeitungsvermerke der Hochschule


# Letters of Intent

In this section we will show examples of how to express your intention to work for a specific company.

Your letter of intent should convey your reasons for a particular job and show your interests and strengths.

University of Technology,  
ul. Wieniawskiego 1,  
61-712 Poznań  
Poland

Jennifer Lake  
1234 Baker's Street,  
CA4 123 Cambridge,  
United Kingdom

Dear Madam or Sir,  
my name is Jennifer Lake and I am studying Industrial Engineering and Management at the University of Cambridge, UK. I am writing to you to apply for admission for the Study Abroad program at the University of Technology in Poznań.

I successfully completed my basic studies back in the year of 2013 and my 7th semester is supposed to be either a practical training or a Study Abroad semester. I have chosen to apply for one semester at your University in Poznań.

Having the chance of studying abroad and becoming an engineer have always been the most ambition in my life from a very young age. I like to face the challenges of living in a foreign country and to gain cross-cultural competence. I think that one semester abroad will help me learn how to adapt to a foreign culture, mentality and way of life which in my opinion are very important for broadening one's horizon.

I have never been to Poland before but I know from fellow students that Polish people are very open and friendly people. The British television shows your beautiful countryside and the multicultural appearance of most big cities like Gdańsk or Kraków. Therefore, I have chosen the country which is the most furthest away from my homeland.

It is worth noting, however, that I have particularly chosen the University of Technology for my studies on the basis of academic reputation and the availability of an extensive range of courses that perfectly suit my interests. I also know from your Study Abroad Guide 2012 that the University is a very international university, so I would have the opportunity to meet many students from different backgrounds and cultures.

Furthermore, one semester in Poland will provide me the the opportunity to improve my Polish skills. Since graduating from secondary school I regularly read Polish texts in newspapers, books or on the Internet, but I did not regularly have chances to talk to native speakers. I believe that it is of great essence that I should improve my speaking skills as it is my intent to work abroad after my graduation.

With my academic background and relevant studying field, I am confident that I am qualified and able to perform well in this programme. I would be grateful if my application for the Study Abroad program 2013 is considered and accepted.

Yours sincerely,

*Jennifer Lake*

My address  
My tel. Number  
My e-mail:

12 July 2013

Mr./Ms ...  
... Dept.  
Address of the company

Dear Mr./Ms...,

I'm applying for the post of sales assistant advertised in ... on the ...

As you will see from the enclosed curriculum, I am a 19-year-old school-leaver with a diploma in Electronics from an Italian secondary school.

I studied English for 8 years and I spent my last two summers working in Britain and now I have a good working knowledge of English.

I am interested in this job because I enjoy working with computers and would like to gain experience in selling computer hardware and software. At the same time, it would give me an opportunity to improve my English.

I'm coming to London on 18<sup>th</sup> July, therefore I will be available for an interview at your convenience. In the meantime, I am at your disposal for any further details you may require.

I look forward to hearing from you.

Yours sincerely,

Marco Ricci

Encs.: Curriculum Vitae

Copies of secondary school diploma and Cambridge First Certificate

Date

Dear Sir/Madam,

My name is Name Surname, aged 17. I am currently studying at "Santaros" secondary school and I will be leaving it in July, 2013. My final exams will be in the following subjects: Lithuanian, English and German languages, Mathematics and Information Technology.

I have a desire to study Film and Television production and related subjects. During my school life I have gained experience in producing videos for school production and important events. I have also had team discussions on scriptwriting. I have used Canon PowerShot A590 IS, Nikon Coolpix L110, Zenit-ES and FED-3. Currently I am using Nikon D3100. I have edited videos with Windows Movie Maker 2.6 and Vegas Pro 10.0. In my spare time I am a keen photographer and I use Nikon D3100 with 18-105mm and 35mm lens. Among my friends, I always considered to be original. The idea of a video is more important for me than any equipment. It means nothing, if there's no good idea.

I will be attending to short filmmaking and video editing courses in Vilnius, Lithuania, where I am going to gain more experience and improving my knowledge. I am going to be taught on more professional way of producing films and videos.

If accepted onto this course, I will bring a willingness to learn, enthusiasm to succeed in my chosen profession and to be an active participant in course and college life. I am a friendly person, who gets on well with all people, I am ambitious and I am willing to listen to all advice to further my knowledge and improve my skills. It is important to work as a team, to listen to other people's opinions before deciding the best way forward.

I enjoy drawing and I am well-known in school for my caricatures. I have attended competitions, representing school in filming, drawing, languages and debating, winning top 3 places. I am able to communicate in Russian, Lithuanian, English and German and I have basic knowledge of French and Polish. I also enjoy arts and craft, sport, listening to music and I have been playing piano for 2 years. I enjoy going to concerts and I am interested in music video production.

People consider me to be responsible, trust-worthy, determined and punctual. I always do what is asked of me and I am loyal to my friends and help whenever I can.

The reason why I am applying to this course is because it gives me an opportunity to study and qualify in all aspects of my future career. From the recommendations I have read, I feel that this course will allow me to develop my creativity, improve my knowledge and skills, which will enable me to be the best professional in this field. I hope you respond favorably to my application and I hope to hear from you soon.

Yours faithfully,

Name Surname

## **Sample Letter of Intent for Employment**

Jill Gordan  
444 Market Lane  
Newport, Virginia 00000

November 20, 2010

Joe Higgs, Hiring Coordinator  
Employment for You, Inc.  
1234 Working Way  
Newport, Virginia 00000

Dear Mr. Higgs:

I am responding to your post in the Virginia Gazette advertising for a marketing assistant. I am interested in applying for this position and believe that I would be an asset to your company.

After receiving my degree from the University of Virginia, I began working for Hiring Always, Co. as a first level assistant. My responsibilities included drafting marketing proposals and creating campaigns for our different customers. Through these interactions, I learned how to manage my time appropriately and to think creatively. While I enjoyed my time at Hiring Always, Co., I am ready to expand my horizons and am ready for the challenge of being your marketing assistant.

I would welcome the opportunity to interview with your company and am available at your earliest convenience. I can be reached at (555) 555-5555 or Jill.Gordan@email.com. I look forward to hearing from you.

Very respectfully,  
Jill Gordan

Sarah Peglow  
Brandenburgerstraße 37  
45438 Mülheim a.d. Ruhr  
[Sarah\\_P@mail.de](mailto:Sarah_P@mail.de)  
0 163-44 12 12 44

Mülheim, November 1<sup>st</sup>, 2013

Ulm University  
Institute of Biology, Prof. Dr. Peter Sauers  
[Peter\\_Sauers@freieuni.de](mailto:Peter_Sauers@freieuni.de)  
Wilhelm-Runge-Straße 3  
89073 Ulm

**Application for a place at university in the field of Biology  
(Bachelor of Biology degree)**

Dear Sir or Madam,

I am writing to you to seek admission to the Bachelor of Biology degree programme which is offered at Ulm University.

I strongly believe that undertaking the said degree would be a great step forward in my career and would also help me grow as an individual.

I have always found biology an interesting field of study. I have already taken part in several internships at centres of pathology. My ultimate goal is to become a pathologist and I believe that this study programme would be a great stepping stone to achieving this. My internships have also helped me to get professional experience and to know first-hand which skills are the most useful for a 'Bachelor of Biology'. I have always had an interest in biology and I think this degree programme is a great opportunity for me and for future career prospects.

I am applying to Ulm University because of the university's outstanding reputation in the field of biology and the exceptional reviews which I have heard from current students.

I wish to study this Bachelor degree programme because I find the subjects taught in it are very attractive and job-oriented. The status the University has in the field of biology was supported by the opinions of friends who entered your university.

All in all, if I am finally given the chance of studying at this University, I will make my best in order to complete the said Master degree as successfully as possible to the best of my ability.

I hope that my previous internships coupled with my passion for this field of study will make me a successful candidate for this degree programme. I appreciate your time and consideration and look forward to hearing from you soon.

References from my previous internships and certificates are attached to this letter.

Yours, faithfully,

Sarah Peglow



# Curricula Vitae

In the final section we will display different versions of Curricula Vitae, which are necessary alongside the letter of intent to apply for a job.

A CV should describe your personal details and attractive qualities which are desirable for an employee.

## Before you start: Five basic principles for a good CV

### 1. Concentrate on the essentials

- Employers generally spend less than one minute reading a CV before deciding to reject it, or to shortlist it for detailed consideration. If you fail to make the right impact, you missed your chance.
- If applying for an advertised vacancy, always ensure that you comply with any application process entirely. The vacancy notice might specify: how to apply (CV, application form, online application), the length and/or format of the CV, whether a covering letter is required, etc.
- Be brief: two A4 pages are usually more than enough, irrespective of your education or experience. Do not exceed three pages. If you hold a degree, include your secondary school qualifications only if relevant to the job in question.
- Is your work experience limited? Describe your education and training first; highlight volunteering activities and placements or traineeships.

### 2. Be clear and concise

- Use short sentences. Avoid clichés. Concentrate on the relevant aspects of your training and work experience.
- Give specific examples. Quantify your achievements.
- Update your CV as your experience develops. Don't hesitate to remove old information if it does not add value for the position.

### 3. Always adapt your CV to suit the post you are applying for

- Highlight your strengths according to the needs of the employer and focus on the skills that match the job.
- Do not include work experience or training which is not relevant to the application.
- Explain any breaks in your studies or career giving examples of any transferable skills you might have learned during your break.
- Before sending your CV to an employer, check again that it corresponds to the required profile.
- Do not artificially inflate your CV; if you do, you are likely to be found out at the interview.

### 4. Pay attention to the presentation of your CV

- Present your skills and competences clearly and logically, so that your advantages stand out.
- Put the most relevant information first.
- Pay attention to spelling and punctuation.
- Print your CV on white paper (unless you are asked to send it electronically).
- Retain the suggested font and layout.

### 5. Check your CV once you have filled it in

- Correct any spelling mistakes, and ensure the layout is clear and logical.
- Have someone else re-read your CV so that you are sure the content is clear and easy to understand.
- Do not forget to write a cover letter.

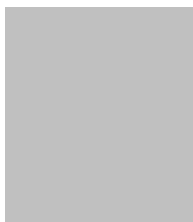
All CV headings/fields are optional. Remove any fields left empty.

## PERSONAL INFORMATION


Replace with First name(s) Surname(s)

If you have more than one first name, start with the one you usually use. Example:

John Smith



Insert picture only if required.

 Replace with house number, street name, city, postcode, country

Choose the postal address at which you can be contacted quickly. Example:

32 Reading Rd., Birmingham B26 3QJ, United Kingdom

 Replace with telephone number  Replace with mobile number

Choose the number at which you can be contacted quickly, most likely your mobile phone.

Example:

+44 7871 330 1234

Separate groups of digits in accordance to national convention, to ensure your telephone number is easy to read. Example: +<CountryCode> <AreaCode> <LocalNumber>

 State e-mail address

Choose the e-mail address at which you can be contacted quickly, preferably your personal e-mail address. Avoid fancy or silly addresses. Example:

[John.smith@hotmail.com](mailto:John.smith@hotmail.com)

 State personal website(s)

Be sure it is relevant to the position and it does not hinder your application. Example:

[www.sample.com](http://www.sample.com)

 Replace with type of IM service / Replace with messaging account(s)

Be sure it is relevant to the position and it does not hinder your application. Example:

AOL Instant Messenger (AIM) john.smith

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

Complete only if required. Check local legal provisions regarding data such as sex, age, nationality, etc. on a CV. Example:

Sex Male | Date of birth 01/04/1973 | Nationality Spanish

## JOB APPLIED FOR

### POSITION

### PREFERRED JOB

### STUDIES APPLIED FOR

### PERSONAL STATEMENT

Delete non relevant headings.

Replace with job applied for / position / preferred job / studies applied for / personal statement

This heading gives an immediate overview of the purpose of your application. Delete non relevant headings in the left column. Examples:

### JOB APPLIED FOR

Human Resources Assistant (ref. 562/2013)

### POSITION

Car painter

### PREFERRED JOB

Customer Service Representative or Clerical Support

### STUDIES APPLIED FOR

Postgraduate Applied Economics

### PERSONAL STATEMENT

A graduate with strong communication and organisational skills gained in nursing, now seeking to move into HR as a trainee manager

Use 'Personal statement' only if you have a clear idea of what job you wish to apply for. Focus on your core strengths and achievements related to the job, rather than past duties. A few sentences are enough (max. 50 words). Avoid generic statements such as 'Looking for a challenging opportunity', etc.

## WORK EXPERIENCE

- Focus on the work experience that gives added weight to your application.
- Add separate entries for each experience. Start with the most recent.
- If your work experience is limited:
  - describe your education and training first;
  - mention volunteering or (paid/unpaid) work placements which provide evidence of work experience.
- If you are applying for a position you have no prior experience of, underline skills gained from previous jobs relevant for the position. For example if you apply for a managerial position but have never worked as manager, emphasise that your previous position involved significant responsibility and decision-making duties (delegation, coordination, training staff, etc.)

Replace with dates (from - to)

Example:

September 2007 - Present

Replace with occupation or position held

Examples:

**Maintenance technician / Receptionist / Ice Hockey Volunteer Coach**

Replace with employer's name and locality (if relevant, full address and website)

Example:

Anderson and Dobbs Ltd., 12 Highland Road, Edinburgh EH3 4AB, United Kingdom

Indicate telephone, fax, e-mail or Internet address only if required. Example:

Tel.: (44-31) 123 45 67 - Fax (44-31) 123 45 68 - E-mail: J.Robinson@andes.co.uk

<http://www.anderdobbs.co.uk>

▪ Replace with main activities and responsibilities

Examples:

- maintenance of computers
- relations with suppliers
- coaching a junior Ice Hockey team (10 hours/week)

If necessary, quantify your responsibilities (percentage of working time, length of time spent on each occupation, etc.).

Business or sector Replace with type of business or sector

Use only if required. Examples:

Business or sector Transport and logistics / Auditing / Manufacturer of motor vehicle parts

## EDUCATION AND TRAINING

Replace with dates (from - to)

Example:

September 2004 - June 2007

Add separate entries for each course. Start from the most recent.

Replace with qualification awarded

Example:

**National Vocational Qualification (NVQ) Level 2: Bakery Service**

Avoid using abbreviations on their own (e.g. NVQ).

Replace with name and locality of education or training organisation (if relevant, country)

Example:

South Wales Technical College, Cardiff

▪ Replace with a list of principal subjects covered or skills acquired

Examples:

**General**

- English, Welsh, Mathematics, Spanish
- physical education

**Occupational**

- occupational techniques (making of standard breads, fancy breads, cakes and pastries)
- science applied to food and equipment (microbiology, biochemistry, hygiene)
- occupational technology (basic principles, hygiene and safety)
- knowledge of business and its economic, legal and social context.

Focus on the occupational skills which would be an asset if you were appointed.

Replace with EQF  
(or other) level if  
relevant

## PERSONAL SKILLS

Mother tongue(s)

Remove any fields left empty.

Replace with mother tongue(s)

Example:

English

Do not overestimate your level, which may be checked if you are interviewed!

Other language(s)

Replace with language

Example:

Spanish

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

Example:

C1

Example:

C1

Example:

B2

Example:

B2

Example:

B1

Replace with name of language certificate. Enter level if known.

Example:

Certificado de Español: Lengua y Uso

Replace with language

Example:

French

Example:

B2

Example:

B2

Example:

B1

Example:

B1

Example:

A2

Replace with name of language certificate. Enter level if known.

Example:

Diplôme d'études en langue française (DELFI) B1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

Common European Framework of Reference for Languages

When describing your personal skills:

- Use simple words and clear, unambiguous language.
- Avoid jargon and clichés (e.g. I am a team player) without context-based evidence of skills.
- Be succinct: take time to understand what skills are important for the position you are applying for.
- Specify in what context they were acquired (through training, work, seminars, voluntary or leisure activities, etc.).

Communication skills

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

Examples:

- good communication skills gained through my experience as sales manager
- excellent contact skills with children gained through my experience as ice hockey volunteer coach

Organisational / managerial skills

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

Examples:

- leadership (currently responsible for a team of 10 people)
- good organisational skills gained as secretary of the History Society, responsible for booking speakers and promoting events
- good team-leading skills gained as ice hockey volunteer coach

Job-related skills

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

Examples:

- good command of quality control processes (currently responsible for quality audit)
- mentoring skills (as senior nurse, I was responsible for the training and induction of new nursing staff)

Computer skills

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

Examples:

- 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
- Use only if these bring added value to your application and have not been already mentioned. Specify in what context they were acquired. Example:
- first aid: certified in providing first aid, as part of my scuba diving training
- Just mentioning personal interests such as reading, walking, cinema, etc. does not bring any added value. On the contrary, giving examples of activities undertaken would suggest an outgoing, proactive individual who likes to help others:
- reading: passionate reader, I help younger pupils with reading difficulties twice a week
  - mountaineering: experienced climber, active member of the local Hiking and Climbing club

- 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.
- Presentations** Remove headings not relevant in the left column. Examples:
- Projects** Publication
- Conferences** ▪ How to write a successful CV, New Associated Publishers, London, 2002.
- Seminars** Where appropriate, provide a brief description; specify the type of document (article, report, presentation, etc.).
- Honours and awards** Project
- Memberships** ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
- References** Membership
- Member of the University's Film-Making Society
- References
- Unless the vacancy specifically requests referees, write "References are available on request."

## ANNEXES

- Replace with list of documents annexed to your CV (copies of degrees and qualifications, testimonial of employment or work placement, publications or research).
- Examples:
- copy of degree in engineering
  - Europass Language Passport
  - testimonial of employment (Anderson and Dobbs)
- Attach only documents relevant to the position.
- Do not attach long documents such as publications; better list them under 'Additional information' with a hyperlink if relevant.

## PERSONAL INFORMATION

Name Jan Kowalski  
Address ul. Bydgoska 10/3, 64-920 Piła, Poland  
Telephone +48 604 507 334  
E-mail [jan.kowalski@onet.pl](mailto:jan.kowalski@onet.pl)

Nationality Polish

Date of birth 05.12.1962r.

## WORK EXPERIENCE

Dates (from-to) September 2004 – until now  
Name and address of employer UM-DATA Sp. z o.o., Trzcianka, Poland  
Position held IT technician

Dates (from-to) November 1997 – August 2004  
Name and address of employer TEAM s.c., Piła, Poland  
Position held IT technician

Dates (from-to) October 1991 – November 1997  
Name and address of employer KOMPUTER-BANK-SERWIS firm, Piła, Poland  
Position held IT technician

Dates (from-to) October 1994 – January 1996  
Name and address of employer IPC Corporation Poland, Bielsko-Biała, Poland  
Position held fiscal technician

Dates (from-to) January 1986 – September 1991  
Name and address of employer BGŻ Bank, Wałcz, Poland  
Position held office equipment technician

Dates (from-to) October 1983 – October 1985  
Name and address of employer military service

## EDUCATION

Dates (from-to) September 1981 – June 1983  
Name of school Post-Secondary Technical Education, Trzcianka, Poland  
Profile mechanical

Dates (from-to) September 1977 – June 1981  
Name of school High School, Piła, Poland  
Profile mathematical and physical

## PERSONAL SKILLS AND COMPETENCES

**mother tongue** Polish

**other languages** English communicative

Russian communicative

**driving licence**

cat. B

**hobby**

music and audio equipment, photography



**EUROPEAN  
CURRICULUM VITAE**



**PERSONAL INFORMATION**

Name	<b>García, Teresa</b>
Address	<b>17, Jijones Street, Villarrubia de los Ojos (Ciudad Real), SPAIN</b>
Telephone	<b>926 564478</b>
Fax	
E-mail	<b>tergc@gmail.com</b>
Nationality	<b>SPANISH</b>
Date of birth	<b>07/12/1998</b>

**WORK EXPERIENCE**

- |  |  |
|--|--|
| · From 01/07/2013                      | Administration work  |
| · Cooperativa El Progreso, S.A.        |  |
| · Wine Producer                        |  |
| · Main activities and responsibilities | Word processing, letter writing, dealing with telephone and email enquiries, creating and maintaining filing systems, keeping diaries, arranging meetings and appointments and organizing travel for staff |

**EDUCATION AND TRAINING**

- |                                   |  |
|-----------------------------------|--|
| · Secondary Education Certificate | IES Guadiana (Villarrubia de los Ojos) |
| · Baccalaureate Certificate       | IES Guadiana                           |
| · Advanced Marketing Degree       | Ciudad Real Marketing School           |

<b>PERSONAL SKILLS AND COMPETENCES</b>	
MOTHER TONGUE	<b>SPANISH</b>
OTHER LANGUAGES	<b>English: CAE</b> Excellent level Excellent level Good level
· Reading skills · Writing skills · Verbal skills	
<b>SOCIAL SKILLS AND COMPETENCES</b>	Team work ability and organizational skills in office management
<b>OTHER INTERESTS</b>	Ability to socialize and sympathise with customers Culture and sports
<b>ADDITIONAL INFORMATION</b>	
	References granted by my current employer B2 Driving license
<b>ANNEXES</b>	Education Diplomas and certificates attached

# EUROPEAN CURRICULUM VITAE FORMAT



## PERSONAL INFORMATION

Name [ SURNAME, other name(s) ]  
Address [ House number, street name, postcode, city, country ]  
Telephone  
Fax  
E-mail  
  
Nationality  
Date of birth [ Day, month, year ]

## WORK EXPERIENCE

- Dates (from – to) [ Add separate entries for each relevant post occupied, starting with the most recent. ]
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

## EDUCATION AND TRAINING

- Dates (from – to) [ Add separate entries for each relevant course you have completed, starting with the most recent. ]
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
  - Title of qualification awarded
- Level in national classification (if appropriate)

**PERSONAL SKILLS  
AND COMPETENCES**

*Acquired in the course of life and career  
but not necessarily covered by formal  
certificates and diplomas.*

MOTHER TONGUE

[ Specify mother tongue ]

OTHER LANGUAGES

[ Specify language ]

- Reading skills
- Writing skills
- Verbal skills

[ Indicate level: excellent, good, basic. ]

[ Indicate level: excellent, good, basic. ]

[ Indicate level: excellent, good, basic. ]

SOCIAL SKILLS

[ Describe these competences and indicate where they were acquired. ]

AND COMPETENCES

*Living and working with other people, in  
multicultural environments, in positions  
where communication is important and  
situations where teamwork is essential  
(for example culture and sports), etc.*

ORGANISATIONAL SKILLS

[ Describe these competences and indicate where they were acquired. ]

AND COMPETENCES

*Coordination and administration of  
people, projects and budgets; at work, in  
voluntary work (for example culture and  
sports) and at home, etc.*

TECHNICAL SKILLS

[ Describe these competences and indicate where they were acquired. ]

AND COMPETENCES

*With computers, specific kinds of  
equipment, machinery, etc.*

ARTISTIC SKILLS

[ Describe these competences and indicate where they were acquired. ]

AND COMPETENCES

*Music, writing, design, etc.*

OTHER SKILLS

[ Describe these competences and indicate where they were acquired. ]

AND COMPETENCES

*Competences not mentioned above.*

DRIVING LICENCE(S)

**ADDITIONAL INFORMATION**

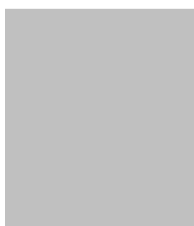
[ Include here any other information that may be relevant, for example contact persons,  
references, etc. ]

**ANNEXES**

[ List any attached annexes. ]

## PERSONAL INFORMATION

Urtė Paškevičiūtė



 Nepirių 10-1 Kaltanėnai, Švenčionių raj. 18239 Lithuania

 +37062192515

 urortote@gmail.com

Sex Female | Date of birth 06/05/1996 | Nationality Lithuanian

Mother tongue(s) Lithuanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
Russian	B1	B1	B1	B1	B1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

## Communication skills

- good communication skills
- goodwill
- sociability
- diplomacy
- tolerance
- effectively speaking
- attentively listening
- providing well-thought out solutions

## Organisational / managerial skills

- leadership
- organisation
- team work
- coordination
- working on my own initiative
- time management
- strategic thinking

## Job-related skills

- good command of quality control processes
- decision making
- problem identification and solution

## Computer skills

- good command of Microsoft Office™ tools
- software packages
- keyboard skills

## Other skills

- responsibility for all tasks
- flexibility
- adaptation in every situation
- quick learning skills
- risk taking
- creativity

# **CURRICULUM VITAE**

Lara Mustermann  
Schillerstraße 38  
42549 Velbert  
Date of Birth: 25.09.1996  
Telephone: 02051/457623  
Mobile: 0171/9854117  
E-Mail: mustermann.lara@gmx.de

## **Education Details:**

<b>2007 - 2015</b>	<b>Geschwister-Scholl-Gymnasium Velbert</b>
<b>2003 - 2007</b>	<b>Gemeinschafts-Grundschule Birth</b>

## **Employment Details:**

<b>July 2013 - August 2013</b>	<b><i>Rutec Metallbearbeitung GmbH, Velbert</i></b> <b><i>Duties: working on machinery</i></b> <b><i>finishing products</i></b>
<b>October 2013</b>	<b><i>Coburger &amp; Bergische Kartonagefabrik</i></b> <b><i>Duties: working on machinery</i></b> <b><i>finishing products</i></b>

## **Skills:**

- **MS Word, MS Excel, Power point**
- **Driving license**

## **Languages:**

- **German - Native language**
- **English - Fluent**

## **Personal Interest:**

- **Tennis**
- **Basketball**
- **Music**