**1) Personal Information**

Note:

Please fill in this form in Spanish if you want to do an internship or volunteer work without completing a language course before.

English technical terms have to be translated into Spanish, too.

|  |  |
| --- | --- |
| First name: |  |
| Last name: |  |
| Sex: | m  w  d |
| Street/number: |  |
| Post code, city: |  |
| Country: |  |
| Date of birth: |  |
| Place of birth: |  |
| Nationality: |  |
| Passport No.: |  |

**2) School Education**

*Please include Primary School, High School, school changes and high school years abroad etc.*

School 1

|  |  |
| --- | --- |
| Period of time: |  |
| Name of school: |  |
| Type of school: |  |
| City: |  |

School 2

|  |  |
| --- | --- |
| Period of time: |  |
| Name of school: |  |
| Type of school: |  |
| City: |  |
| School leaving qualification: |  | With focus on: |  |

Other schools (please fill in according to the scheme above):

**3) Apprenticeship**

Apprenticeship 1

|  |  |
| --- | --- |
| Period of time (mm/yyyy): |  |
| Termination as: |  |
| Apprenticing company: |  |
| Location (city, country): |  |
| Type of company: |  |

Main activities during the apprenticeship:

Other apprenticeships (please fill in according to the scheme above):

**4) Courses/ University Studies**

*Please indicate all courses (university studies), including cancelled or continued courses, as well as semesters abroad.*

Course/ Studies 1

|  |  |  |
| --- | --- | --- |
| Period of time (mm/yyyy): |  | |
| Course of study: |  | |
| Name of the university: | |  | |
| Location of the university: | |  | |
| Subjects of concentration or election: | |  | |

Other courses (please fill in according to the scheme above):

**5) Diploma thesis, seminars and project papers**

*Please specify those that are technically or thematically relevant in particular.*

Paper 1

|  |  |
| --- | --- |
| For the subject: |  |
| Topic: |  |
| Year: |  |

Other papers (please fill in according to the scheme above):

**6) Work experience and internships**

Practical experience 1

Internship  Employment/Student job  Other:

|  |  |
| --- | --- |
| Period of time (mm/yyyy): |  |
| Overall duration: |  |
| Name of institution: |  |
| Location (City, Country): |  |
| Type of institution: |  |
| Department: |  |
| Activities: |  |

Other practical experiences (please fill in according to the scheme above):

**7) Knowledge of foreign languages**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Foreign language 1: |  | | Level: |  |
| Foreign language 2: |  | | Level: |  |
| More foreign languages: | |  | | |

**8) Computer skills**

Please self-evaluate your level.

**9) Hobbies, non-university work, student clubs etc.**

**10) Your motivation to do an internship / volunteer work in specified industry or institution**

This letter of motivation will be translated and sent. It will help the company to get an idea of you and should stimulate interest to hire you as an intern or volunteer.   
In case of an internship, you can also mention study or work experience you might have already gained.  
If you have chosen different areas for your internship or volunteer work you can also write two or more letters of motivation – or post a sentence for each area which we can integrate optionally and according to the company. Overall, the letter should not be longer than half a page.

**11) Other information on your CV – not included in this form**