

PERSONAL INFORMATION

Your Name

Street and number, postcode, City, Country
Phone number with country code
you@example.com
linkedin.com/in/yourname
Date of birth: DD/MM/YYYY (optional) | Nationality: Your nationality (optional)

JOB APPLIED FOR Job Title You Are Applying For

PERSONAL STATEMENT Write two or three sentences here: who you are, how many years of experience you have and the result you are best known for. End with the role you want next.

WORK EXPERIENCE

Month Year - Present

Job Title

Employer Name, City, Country

- Start each line with an action verb and say what you did.
- Add a number where you can: team size, budget, time saved or a percentage.
- Show the result for the employer or the customer.

Month Year - Month Year

Job Title

Employer Name, City, Country

- Describe your main duty in one line.
- Name one result you are proud of, with a number.

EDUCATION AND TRAINING

Year - Year

Degree or Qualification, Field of Study
University or School Name, City, Country
Grade (optional)

PERSONAL SKILLS

Mother tongue(s) First language

Other language(s) Second language (B2)

Job-related skills Skill from the job advert, Software or tool, Technical skill, Language or method, Soft skill with proof, Industry knowledge

Certificates Certificate or Licence Name, Issuing Body, Year