

Curriculum Vitae

Your Name

PERSONAL DETAILS

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

PROFILE

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.

PROFESSIONAL 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

Year - Year	Degree or Qualification, Field of Study University or School Name, City, Country Grade (optional)
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SKILLS AND LANGUAGES

Languages	First language (Native), Second language (B2)
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

City, date

Signature