

# CURRICULUM VITAE

## PERSONAL INFORMATION

Name	<NAME>, <Surname(s)>
Adresse	<House number> <Street> <City>, <Postcode>, <Country>
Telephone	<Area code>—<Telephone number>
Fax	<Area code>—<Faxnumber>
E-Mail	<E-Mail>
Nationality	<Nationality>
Date of birth	<Date of birth>



## PROFESSION

▷ Period	<Year>—<Year>
○ Employer	<Company name> <House number><Street>, <City>, <Postcode>, <Country>
▷ Project <From> until <To>	<Topic>
○ Position	<Position held>
○ Main responsibilities	<List of activities>

## EDUCATION

▷ Period	<Year>—<Year>
○ Accquired qualifications	<Title>
○ Institute	<Name of educational institution>
○ Principal subjects	<List of the major subjects>
○ Minor subjects	<List of minor subjects>
○ Grade	Avarage grade <overall avarage grade>
▷ Period	<Year>—<Year>
○ Accquired qualifications	<Title>
○ Graduate school	<Name of the school>

## RESEARCH

▷ Diploma thesis	"<Title of the diploma thesis>" — <Institute>
▷ Seminar paper	"<Title of the seminar paper>" — <Institute>

## PUBLICATIONS

▷ Publication	<Author>: <Title of the publication> <Name of the journal>. <Publisher>, <City>, <Year>
---------------	---

## JOBS

- ▷ Period
- Employer
- Employment
- Main responsibilities

<Year>–<Year>  
**<Name of the Company>**, <City>/<Country>  
<Type of the employment>  
<List of activities>

## LANGUAGES

### FIRST LANGUAGE

### OTHER LANGUAGES

### English

<Language> – Read: <Degree>, Write: <Degree>, Talk:  
<Degree>

## LANGUAGE TRAVELS

- ▷ Period
- Place
- Vendor
- Certificate

<Date>–<Date>  
<City>/<Country>  
<Organizer>  
<Name of the acquired certificate>

## **ABILITIES**

### **SOCIAL SKILLS**

### **ORGANISATIONAL SKILLS**

### **TECHNICAL SKILLS**

### **HOBBIES**

<Description of the social strengths>

<Description of organisational skills>

<Description of technical skills>

<List of major hobbies and private interests>

## **ATTACHEMENTS**

<List of all attachements>

<City>, November 13, 2019

<Name>, <Surname(s)>