

CURRICULUM VITAE

PERSONAL INFORMATION

Name
Adresse

Telephone
Fax
E-Mail
Nationality
Date of birth

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



PROFESSION

- ▷ Period
 - Employer
- ▷ Project <From> until <To>
 - Position
 - Main responsibilities

<Year>—<Year>
<Company name>
<House number><Street>, <City>, <Postcode>, <Country>

<Topic>
<Position held>
<List of activities>

EDUCATION

- ▷ Period
 - Acquired qualifications
 - Institute
 - Principal subjects
 - Minor subjects
 - Grade
- ▷ Period
 - Acquired qualifications
 - Graduate school

<Year>—<Year>
<Title>
<Name of educational institution>
<List of the major subjects>
<List of minor subjects>
Average grade <overall average grade>

<Year>—<Year>
<Title>
<Name of the school>

RESEARCH

- ▷ Diploma thesis
- ▷ Seminar paper

"<Title of the diploma thesis>" — <Institute>

"<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

<Description of the social strengths>

ORGANISATIONAL SKILLS

<Description of organisational skills>

TECHNICAL SKILLS

<Description of technical skills>

HOBBIES

<List of major hobbies and private interests>

ATTACHEMENTS

<List of all attachements>

<City>, July 12, 2016

<Name>, <Surname(s)>