General-Purpose CV Template

Your Full Name

City, Country - Phone Number - Professional Email - LinkedIn URL

Professional Summary

[Target Role] with [# years] of experience in [industry/field]. Proven ability to [insert 1-2 quantified achievements or core strengths]. Adept at [specific tools, methods, or soft skills relevant to the job]. Seeking to bring [value you offer] to [target employer or role type].

Core Skills

Project Management - Stakeholder Communication - Data Analysis - Microsoft Excel - [Industry Tool] - CRM Systems - Team Leadership - Budget Oversight - Fluent in English & German

Work Experience

Job Title - Company Name, Location

Month/Year - Month/Year

- Led [team/project/process] that [achieved X result]

- Increased/decreased [KPI] by [X%] through [action taken]

- Managed [budget/team size/scope] and delivered [quantifiable outcome]

Previous Job Title - Previous Company, Location

Month/Year - Month/Year

- Supported [process/project] with [tool/skill], resulting in [impact]

- Streamlined [workflow/task], saving [X hours/dollars]

- Collaborated with [department/team] to [achieve shared goal]

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Education

Degree Name (B.A./M.Sc. etc.), Field of Study - University Name

Month/Year - Month/Year (optional)

Certifications (Optional)

- Certification Name, Issuing Organization - Year

Languages (Optional)

- English (Native), German (Professional Proficiency)

Professional Memberships (Optional)

- Member, [Organization Name]

Formatting Notes:

- Font: Calibri, Arial, or Times New Roman

- Font Size: 11pt body text, 14-16pt name

- Margins: 1 inch on all sides

- Spacing: 1.15 line spacing recommended

- File Format: PDF preferred unless employer requests Word

- Total Length: 1 page (2 max if highly experienced)