Instructions:

1. Use the arrow keys or the mous cursor to move through the document.
2. Replace all text surrounded by { curly brackets } with your own personal information by deleting existing text and typing your own text.
3. Don’t forget to delete all instructins before sending in your CV. And delete this box!

# {Your name}

{Address, postal code, city}

{Phone}

{Email}

## Professional summary

* {If you have done a lot or have a sprawling CV, briefly summarize your skills and the experiences relevant to this particular job.
* It is important to provide an owerview on, to spark the employer’s interest.
* About 4−5 points are sufficient.

Describe your professional goals.}

## Work experience

{Date from – to}

### {Job title, Employer, City}

{Briefly describe your own duties and responsibilities, either in bullet points or in a sentence. Include what is relevant for the position you are applying for. Use a chronological order and put the last job first.}

{Date from – to}

### {Job title, Employer, City}

{Briefly describe your own duties and responsibilities, either in bullet points or in a sentence. Include what is relevant for the position you are applying for. Use a chronological order and put the last job first.}

{Date from – to}

### {Job title, Employer, City}

{Briefly describe your own duties and responsibilities, either in bullet points or in a sentence. Include what is relevant for the position you are applying for. Use a chronological order and put the last job first.}

{Date from – to}

### {Job title, Employer, City}

{Briefly describe your own duties and responsibilities, either in bullet points or in a sentence. Include what is relevant for the position you are applying for. Use a chronological order and put the last job first.}

## Education

{Date from – to}

{Name of education, including specialization if available.}

{Name of school and city.}

{Briefly describe the educational content, such as individual courses that may be relevant to the position you are applaying for.}

{Date from – to}

{Name of education, including specialization if available.}

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{Name of education, including specialization if available.}

{Name of school and city.}

{Briefly describe the educational content, such as individual courses that may be relevant to the position you are applaying for.}

## Courses and internships

{List any internships, courses, or further education you have completed, either in your private life or through previous employers.}

## Computer skills

{List any software you master well, for example:

Microsoft Office 2013}

## Language skills

{Write down your language skills including level, for example:

English – good oral and written proficiency.}

## Positions of trust and other commitments

{If any, such as a board member of the tenant-owners’ society. Otherwise, you can delete this parapraph.}

## References

{Available upon request.}