Instructions:

1. Use the arrow keys or the mouse cursor to move through the document.
2. Add your own photo by choosing one of the following options:
   * Right-click the image. Select Change picture in the menu and select this device, then find your picture.
   * Place the cursor near the image and select the image with Shift + right arrow key. Then press Shift fn lock + F10 to open the window. Select change image in the menu and select This device, find your image.
   * Don’t forget to edit the alt text for the image.
3. Replace all the text surronded by { curly brackets } with your own personal information by deleting the existing text and typing your own text.
4. Don’t forget to delet all instructions before sending in you CV. And delete this box!



# {First name Last name}

{Your address}

{Postal code and city}

{Your phone number}

{Your email address}

{Your website}

## Professional summary

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

## Work experience

{Date from – to}

{Job Title • Position • Company name}

{Here you can make a brief summary of your main responsibilities and major achievemets.}

{Date from – to}

{Job Title • Position • Company name}

{Here you can make a brief summary of your main responsibilities and major achievemets.}

{ Date from – to}

{Job Title • Position • Company name}

{Here you can make a brief summary of your main responsibilities and major achievemets.}

## Education

### {School name, City, region}

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

### {School name, City, region}

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

### {School name, City, region}

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

## Courses skills

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

## Computer skills

{List any software you master well, for example:

* Microsoft Office 365}

## Language skill

{Write down your language skills including level, for exemple:  
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 paragraph.}

## References

{Available upon request.}