

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>
○ Acquired qualifications **<Title>**
○ Institute <Name of educational institution>
○ Principal subjects <List of the major subjects>
○ Minor subjects <List of minor subjects>
○ Grade Average grade <overall average grade>

▷ Period <Year>—<Year>
○ Acquired 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

<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>, October 10, 2014

<Name>, <Surname(s)>