

CURRICULUM VITAE

[dd.mm.yyyy]

CONTACT INFORMATION

Name:

Address:

Phone nr:

Cell phone nr:

e-mail address:

birth time and place: [optional]

SUMMARY [optional]

WORK EXPERIENCE

Current Position [job title], Company, time period

- Here applicant should describe the work and the areas of responsibility. E.g. the person who has worked as sales manager should tell shortly about the products or product group he / she has been representing. As well as shortly describe the customers and actions he / she has taken in order to develop relationships and so on.
- It is also important to tell shortly how successfully you have performed in this position. You can either compare your performance to targets set to you or you can describe some successful moments in you career. Either way, you should not be too modest but still honest and precise.

Previous Work Experience

Job Title, Company, time period

- Describe shortly the work and the areas of responsibility.

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PERSONAL INFORMATION

- Education: Degree/ program, University/School, time period, Major, Minors, Title and short description of the theses.
- Post graduate education and course
- Language skills
- IT-skills. Remember to keep it short and mention only those skills that are important concerning to the job you apply.
- Positions of trust
- Hobbies