

Firstname Lastname**Date of birth:** DD.MM.YYY**Phone number:** +XX XXX XXX XXX**E-mail address:** name@company.com**Driver's license:** B**Nationality:** What your passport says**English level:** Choose between A1,A2,B2,B3,C1,C2**Personal skills**

Here you can write a short text about who you are, your strengths, weaknesses, and hobbies. The key to a good CV is to inform the reader as much as possible with as little text as possible. Remember that the reader might not know anything about you. The reader should within 30 seconds see that you are better than the rest of the 100+ applicants.

Education

MM.YYYY – MM.YYYY

School name, Country**Field of study:** What was the subject of your studies**Description:** Describe shortly what you studied.**Experience**

MM.YYYY – MM.YYYY

Company Name, Country*Job title***Description:** Describe your work tasks and what responsibilities you have had. Also describe the work more in details, what kind of method / strategy you have used, if you produced something, describe tools, material etc.**Other**

Here you can write about courses, certificates or similar. Or something about yourselves.



Name:

Date of birth:

Phone number:

E-mail address:

Driver's license (B):

Nationality:

English level:

Personal letter

Education

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Experience

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Other



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