**First** **Name** **Last Name**

**Objective**

Use a specific job title here, or write a brief, simple phrase describing the type of work you are seeking.

**Summary**

Summarize your background and most valuable attributes.

Using concrete examples, explain to potential employers precisely what you will be able to do for them.

Describe your unique gifts and strengths. Write this section last, as it is often the most difficult to write.

**Personal Data**

Date of birth:

Age:

Place of birth:

Marital status; Children, their ages

Address:

Phone:

Home phone:

Fax, E-mail:

**Education**

|  |  |
| --- | --- |
| 19xx-19xx | Degree obtained, school name |
| 19xx-19xx | Degree obtained, school name |

**Additional Education**

|  |  |
| --- | --- |
| 19xx-19xx | Degree obtained, school name |

**Job Experience**

|  |  |
| --- | --- |
| 19xx-19xx | Name of Company, Position.  Using action words to maximize the impact, describe your current or most recent responsibilities.  Be concise; remove all unnecessary words & phrases. Include the specific results of your actions or decisions to demonstrate your contribution |
| 19xx-19xx | Name of Company, Position. In the same manner as above, describe your previous job. |
| 19xx-19xx | Name of Company, Position. In the same manner as above, describe your previous job. |

**Languages Knowledge**

* List languages, include mother language, describe your level of knowledge.

**Computer & Technical Skills**

* List software applications, operating systems, and pertinent hardware information.
* Include years of experience, or describe your level of knowledge.

**Licenses & Certificates**

* List licenses or certificates you hold that are pertinent to the job you are seeking.
* Include the year you obtained each license or certificate.

**Interests & Activities**

* List only those interests and activities that you regularly participate in.
* Use a specific job title here, or write a brief, simple phrase describing the type of work you are seeking.