

# CURRICULUM VITAE

## PERSONAL INFORMATION

Name  
Adresse

<NAME>, <Surname(s)>  
<House number> <Street>  
<City>, <Postcode>, <Country>  
<Area code>—<Telephone number>  
<Area code>—<Faxnumber>  
<E-Mail>  
<Nationality>  
<Date of birth>



Telephone  
Fax  
E-Mail  
Nationality  
Date of birth

## PROFESSION

- ▷ Period
- Employer
  
- ▷ Project <From> until <To>
- Position
- Main responsibilities

<Year>—<Year>  
**<Company name>**  
<House number><Street>, <City>, <Postcode>, <Country>  
  
<Topic>  
<Position held>  
<List of activities>

## EDUCATION

- ▷ Period
- Acquired qualifications
- Institute
- Principal subjects
- Minor subjects
- Grade
  
- ▷ Period
- Acquired qualifications
- Graduate school

<Year>—<Year>  
**<Title>**  
<Name of educational institution>  
<List of the major subjects>  
<List of minor subjects>  
Average grade <overall average grade>  
  
<Year>—<Year>  
<Title>  
<Name of the school>

## RESEARCH

- ▷ Diploma thesis
  
- ▷ Seminar paper

"<Title of the diploma thesis>" — <Institute>  
  
"<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>, April 23, 2011

<Name>, <Surname(s)>