

Curriculum Vitae

Personal Data

Name Surname

Street address, postcode city, country [optional]

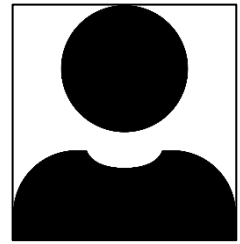
@mail address

+49 (0) 12345678987

born: DD.MM.YYYY in city, country [optional]

Nationality:

Visa Status: Type of Visa (valid until DD.MM.YYYY) [international professionals]



[professional photo]

Professional experience/ Practical experience [anti-chronological, latest position first]

01/2021 – ongoing

Job title

Company name, city

- 2 to 3 bullet points: information about the position, job, tasks, relevant skills
- Description of the activities are important, not so much key figures and results

11/2014 – 12/ 2020

Job title

Company name, city

- 2 to 3 bullet points: information about the position, job, tasks, relevant skills
- Description of the activities are important, not so much key figures and results

Professional background/ course of education and studies [anti-chronological]

10/2012 – 09/2014

Master's program exact specification

Name of university, city

- graduation: month and year [foreign qualifications: recognition in Germany]
- study focus [optional]

10/2009 – 09/2012

Bachelor's program exact specification

Name of university, city

- graduation: month and year [foreign qualifications: recognition in Germany]
- study focus [optional]

Further Qualifications

10/2016 – 12/2018

Continuing education in specific area

Name of association, organization name, city

- completion of further training
- 2 to 3 main points/ training contents

Welcome Center Jena

Teichgraben 5, 07743 Jena

(+49) 3641- 87 300 43

Curriculum Vitae

Language skills

- Language, mother tongue
- Language, level indication (e.g. proficient)
- Language, level indication
[level (A1-C2) or name of proficiency test]

Computer/ IT skills

- Software, level indication (e.g. professional handling)
- Software, level indication
- Operating system, level indication
- Others, level indication

City, date

name surname

Name Surname

For general notes, see our [checklist CV](#)

- Use the **same design** for cover letter and CV
- **Consistency:** use one font (for example Arial or Calibri), two different font sizes and 1-2 colors
- **Clarity:** Highlight headings, positions/qualifications from the rest of the text
- If possible, do not use abbreviations
- If possible, write in German and have it proofread by a native speaker