

Name, Surname

Address

Contact (Phone, E-Mail)

Curriculum Vitae

Personal Data

Name: Name, Surname

Date and place of Birth: XX

Address: XX

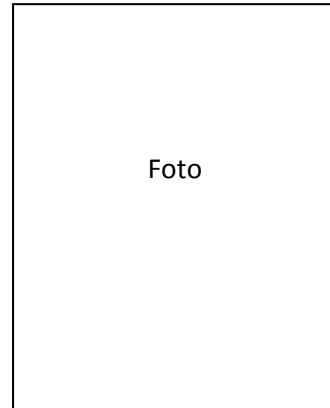
Phone: XX

E-Mail: XX

Nationality: XX

Marital status: XX

Skype-Name: *Download under www.skype.com



Guideline

Education, training, study

01/2013 – 07/2013¹ Describe your school education (only last school) and your academic studies. Please indicate the proximate end of the studies. What is your current number of semester, name of university, field of study and your professional focus of study (maximum 2 key aspects of your studies)? If you already started or finished your bachelor thesis please indicate the topic. Also add your final grade, if already given, or a current grade point average. Start your list in the presence and work your way backwards.

Work experience, practical experience

01/2013 – 07/2013 Indicate internships or any other work/ practical experiences you gathered: duration, name of your position, company/ institution/ project, a **short description of your tasks/ responsibilities (important!)**

Language proficiency

XX first language

German Classify your current language skills: (A) Beginner, (B) Intermediate, (C) Advanced – if possible classify accordingly A1 to C2. In case you are currently attending a German Language course please indicate the

¹ Indicate beginning and end accordingly.

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expected result/ level by the time you will start your internship. Indicate where you gained your German Language skills.

English

XX

International experiences

01/2013 – 03/2013 Where? What?

Guideline

Further professional experiences

- Please indicate your IT-skills (Classify your skills in special IT-programs: basic, good, very good, excellent)
- Indicate any other specific professional knowledge which could be of interest to a company

Social competences, activities

- Indicate your personal assets
- Indicate voluntary work, activities in any associations and so on

Additional qualifications

- E.g. special seminars, driving license
-

Interests

- Maximum of 5 personal interests/ hobbies

Place, Date

Signature

This is a guideline to support you. The structure is based on a typical German standard CV. In format, layout or adding any further aspects you are completely free.