# CV

Insert picture

# Name

Possibly title or academic title (i.e., M.A.)

## PROFILE

Here you can, in around 5-7 lines, write about the common threads running through your work. With a profile text you’re able to, already from the beginning, focus the employer’s sight on what you want to say. Focus on your profession, not your private side.

Address the employer directly here, so they can see that you have written your CV with them in mind, as well as the tasks they expect you to complete. Express directly how you can create value for them with your professional background.

## EMPLOYMENT

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year Title, company**

* Preferably points where you elaborate on relevant work tasks, methods, areas of responsibility, and results.
* Be aware that:
	+ All points should be relevant for the employer to read
	+ All points should support the message of your application and profile

**Year Title, company**

## EDUCATION

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year Academic degree, educational institution**

* Briefly elaborate on what your academic speciality includes—and which methods you have used that you could bring to a workplace.
* Try to focus the description of your education so it is applicable to the place you are applying to and doesn’t appear irrelevant.

**Year Title, educational institution**

* Possibly elaborate on your education

**COURSES AND CONTINUTING EDUCATION
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year Course name, provider**

**Year Course name, provider**

**PROJECTS AND/OR ORGANISATIONAL EXPERIENCE AND/OR VOLUNTEERING, ETC.
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year** Use the headings which make sense in relation to your profile and the job you are applying to. Be aware that your headings help guide the reader easily through your CV. Avoid heading such as “Other”/”In general”.

Be strategic, keep what is relevant and avoid letting that drown in the “nice to know.”

**LANGUAGE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 List languages, if they are relevant—and they often are. Remember to include your proficiency level.

**IT**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program** List skills, if they are relevant—and they often are. Remember to include your proficiency level.

**REFERENCES
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact me for references.

**PERSONAL AND/OR FREE TIME**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If you want to include something “personal,” do so here. You could mention your hobbies or outside interests that would separate you from the crowd. If you, for example, play a unique sport or have an interesting hobby, you can include it here to your advantage. You can also name your partner/children/pets/travel.