

TEMPLATE NUMBER _____

THE LANGUAGES OF YOUR CV *(What languages your CV should be in, e.g. EN, NL, FR, PL, etc).* _____

FULL NAME _____

DESIRED POSITION / PROFESSIONAL TITLE

Write the title of the position you are applying for or a brief professional summary that describes you, for example: 'UI/UX Web Designer', 'Structural Engineer', 'Experienced B2B Sales Manager'..

CONTACT INFORMATION

→ Phone _____

→ Email _____

→ Address (Country, City) _____

→ Professional Networks/Portfolio (LinkedIn, GitHub, Behance, etc.) _____

ABOUT ME / PERSONAL STATEMENT / SUMMARY

*Describe yourself as a professional in 3-5 sentences. Include your overall experience, key specializations, and how you can be valuable to a company.
Example for an architect: 'An architect with 8 years of experience in designing residential and commercial buildings. I specialize in creating energy-efficient solutions and am seeking an opportunity to apply my skills in innovative projects.'*

WORK EXPERIENCE 1

(In reverse chronological order, from most recent to oldest)

→ Company Name _____

→ Company Location *(City, Country)* _____

→ Job Title / Role _____

→ Employment Period *(Month, Year Start — Month, Year End)* _____

→ Key Responsibilities *(List your 3-5 main tasks)*

→ Achievements

(What did you do? What were your accomplishments at work? For example: 'Developed and implemented an e-learning platform that increased user engagement by 25%'; 'Completed over 150 long-haul trips with no accidents or delivery delays')

WORK EXPERIENCE 2

→ Company Name _____

→ Company Location *(City, Country)* _____

→ Job Title / Role _____

→ Employment Period *(Month, Year Start — Month, Year End)* _____

→ Key Responsibilities *(List your 3-5 main tasks)*

→ Achievements

WORK EXPERIENCE 3

→ Company Name _____

→ Company Location *(City, Country)* _____

→ Job Title / Role _____

→ Employment Period *(Month, Year Start — Month, Year End)* _____

→ Key Responsibilities *(List your 3-5 main tasks)*

→ Achievements

WORK EXPERIENCE 4

→ Company Name _____

→ Company Location *(City, Country)* _____

→ Job Title / Role _____

→ Employment Period *(Month, Year Start — Month, Year End)* _____

→ Key Responsibilities *(List your 3-5 main tasks)*

→ Achievements

EDUCATION 1

→ Institution Name, City _____

→ Years of Study (Start - End) _____

→ Faculty and Major/Specialization _____

→ Degree Obtained (e.g., Bachelor, Master) _____

→ **(Optional)** *Thesis Topic, Awards, Publications: "If you graduated with honors, have scientific publications, or your thesis topic is directly related to the vacancy, please specify it here.*

EDUCATION 2

→ Institution Name, City _____

→ Years of Study (Start - End) _____

→ Faculty and Major/Specialization _____

→ Degree Obtained (e.g., Bachelor, Master) _____

→ (Optional) *Thesis Topic, Awards, Publications: "If you graduated with honors, have scientific publications, or your thesis topic is directly related to the vacancy, please specify it here."*

COURSES & CERTIFICATIONS 1

→ Course/Certificate Name, Issuing Organization, and Year of Completion

COURSES & CERTIFICATIONS 2

→ Course/Certificate Name, Issuing Organization, and Year of Completion

KEY SKILLS

→ **Hard Skills** - Examples: AutoCAD, Revit, 3ds Max (for an architect); Figma, Adobe Illustrator (for a designer); Commercial truck driving, shipment documentation (for a driver)

→ **Soft Skills** - Examples: teamwork, conflict resolution, time management, attention to detail, communication

LANGUAGES

→ Language 1: (A1, A2, B1, B2, C1, C2 or Basic, Intermediate, Fluent, Native) _____

→ Language 2: (A1, A2, B1, B2, C1, C2 or Basic, Intermediate, Fluent, Native) _____

→ Language 3: (A1, A2, B1, B2, C1, C2 or Basic, Intermediate, Fluent, Native) _____

→ Language 4: (A1, A2, B1, B2, C1, C2 or Basic, Intermediate, Fluent, Native) _____

INTERESTS & HOBBIES

Share your hobbies. This is an optional section, but sometimes it helps to provide a better understanding of your personality. Examples: team sports (highlights teamwork skills), photography (creativity, attention to detail), chess (strategic thinking).
