**Curriculum Vitae**

**Name:**

**Telefonnumber:**

**Adress:**

**E-Mail:**

**Birthdate & -place:**

**Nationality:**

**Professional Career**

|  |  |
| --- | --- |
| Month/Year **–** today | Employer: Position: Tasks :tasks and duties of the job in bullet points (5-6 points) |
| Month/Year-Month/Year | Employer:Position:Tasks :tasks and duties of the job in bullet points (5-6 points) |
| Month/Year-Month/Year | Employer:Position:Tasks :tasks and duties of the job in bullet points (5-6 points) |

**Primary and Further Education**

|  |  |
| --- | --- |
| Month/Year **–** today | University:Degree program:University degree: |
| Month/Year-Month/Year | Training companyVocational training as:Vocational qualification: |

(Tip: the highest education degree is enough)

**Language- and IT-Skills**

Language Language 1: Select an item.

 Language 2: Select an item.

 Language 3: Select an item.

 Language 4: Select an item.

IT-Skills Microsoft Office:

 MS-Excel Select an item.

 MS-Word Select an item.

 MS-Power Point Select an item.

 MS-Outlook Select an item.

 MS-Access Select an item.

 SAP Modul Select an item.

 Further IT-Skills Select an item.

**Other Qualifikation**

e.g Driver Licence, Certificates