**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 company  Vocational 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