

PERSONAL INFORMATION:

Name: Title, first name/surname
Address: 17 Rd.
Town/city, post code
Tel.: ...
E-mail: ...
Date and place of birth: 01.06.1976 in (town/city)
Please state the country in which you reside
Nationality: What is your nationality?
Marital status: Single/married/.... , number/age of children

The following sections are intended as an example. Your own CV should be structured according to your own professional development. It is important that you do not only indicate dates - you should also indicate all responsibilities held and experience gained.

School education

[Years] Name, location and type of school/leaving qualification
Indicate grades in brackets.
Example:
Goethe Gymnasium in Vienna, Qualification: Higher School Certificate (2.0)

Military/community service

[Month/year] Give details of the type of work.
Example:
Community service, nursing

Professional training

[Month/year] Company and (if applicable) nature/place of training, final qualification

Higher education

[Month/year] Name of college or university
Degree course/subjects
Specialist subjects
Qualification and grades
Dissertation/doctorate thesis topic

Work placements

[Month/year] Company, place and work

Professional development

[Month/year] Company, location and short description of responsibilities held
Highlight tasks relevant to the job, for which you are applying.

Further professional training

[Month/year] Nature and final qualification (e.g. courses)

Further sections may include:

Overseas experience or travel, language skills, ICT skills, interests and hobbies, references, other information: Describe any activities that are not covered other sections