

Name and first name
street Number
City, Province / State, Postal Code
Telephone No. / No. of mobile phone
email

bewerbungsvorlagen.bildungsbibel.de

Curriculum Vitae

Personal data:

Place and date of birth day / month / year, city and country

Nationality (if not European, add if you have got a residence or
work permit, validity until)

Civil status married or not, in case having children, add the
years of their birth.

Professional experience:

Dates (month / year) **Title of work** (secretary, assistant, etc.).
Company´s Name, City / State / Province

Main activities:

- Description
- Description
- Description

Dates (month / year) **Title of work** (secretary, assistant, etc.).
Company´s Name, City / State / Province

Main activities:

- Description
- Description
- Description

Dates (month / year) **Title of work** (secretary, assistant, etc.).
Company´s Name, City / State / Province

Main activities:

- Description
- Description
- Description

Education and qualifications:

Dates (month / year) Secondary education and acquired title
School name, city, country

Dates (month / year) Name of the University / State / Province
Title acquired. If you made a PhD, add the
main Subject or specialization of it.

Name and first name
street Number
City, Province / State, Postal Code
Telephone No. / No. of mobile phone
email

Eventually also add specific courses related to the study or other data of interest (ex. academic year at a university or college abroad, etc.)

Languages:

Spanish	Native speaker of Spanish
English	Advanced level English oral and written (Mention degrees or acquired titles and names and address of institutes)
Other languages	

Computing Skills:

Word, Excel, Outlook, Powerpoint
(very good or good knowledge)

Java Script (very good or good knowledge)

Additional Information:

Under this point you can make a short summary of your personal skills, which are important for the position to be covered (ex.: extremely good organizational skills, ability to relate to people, including at international level, etc.). As well, you can also add successes related to professional life (ex.: Collaboration on a major project, living abroad and learning the language and customs in another country, etc..).

Other references:

Under this point you can add name of person, who can give good references about your former positions in companies and work you did. You can also give name of your former teachers at University or Doctor's father.