

APPLICATION FOR THE POSITION OF [JOB TITLE]

Vocational Training / Studies

Mar ‘94 – Oct ’99 University of Anytown  
 Degree programme XY

Degree: Bachelor of XY (2.2)

Final thesis:  
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CONTACT DETAILS

Jane Doe

7 Any Street

60000 Anytown

0123 / 456789

0177 / 123456789

doe@email.co.uk

Jane Doe

PROFESSIONAL EXPERIENCE

June ‘06 – present Position 3  
 Any Company Co

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Feb ‘01 – May ‘06 Position 2  
 Any Company Ltd.

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Nov ‘99 – Jan ‘01 Position 1  
 Mustermann GmbH

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HobbIEs

Lorem ipsum dolor sit amet

Personal Skills

Team player

Resilience

Communication skills

Self-reliance

Language Skills

English

Spanish

French

Italian

SCHool Education

July ‘84 – July ‘93 Anytown Grammar School  
 Qualification:

General qualification for university entrance (2,5)

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Feb ‘06 Management seminar

May ‘07 Certificate I

IT Skills

Skill A Lorem ipsum dolor sit

Daily use

Skill B Duis autem vel eum iriure

Excellent skills

Skill C Odio dignissim qui blandit praesent luptatum zril delenit augue duis

Professional skills

Skill D Cum soluta nobis eleifend optin congue

Good skills

Jane Doe /

Signature

Anytown, 01/02/1234