

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:
Ut wisi enim ad minim veniam. Duis autem vel eum iriure dolor in hen drerit in vulputate magna aliquam erat volutpat sed diam nonummy. Duis autem vel eum iriure ut wisi enim ad minim veniam.

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

* Lorem ipsum dolor sit amet
* Ut wisi enim ad minim veniam
* Duis autem vel eum iriure dolor in hen drerit in vulputate
* magna aliquam erat volutpat
* sed diam nonummy
* Duis autem vel eum iriure

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

* Lorem ipsum dolor sit amet
* Ut wisi enim ad minim veniam
* Duis autem vel eum iriure dolor in hen drerit in vulputate

Nov ‘99 – Jan ‘01 Position 1
 Mustermann GmbH

* Lorem ipsum dolor sit amet
* Ut wisi enim ad minim veniam

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)

aDVANCED tRAINING

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