****Resume

**[FIRST NAME] [LAST NAME]**

**SUMMARY**

Brief summary of your core competencies

**PERSONAL DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| Address: | Add or edit text | E‑mail: | example@mail.com |
| Phone: | 0 00000 00000 | Mobile: | 0 00000 00000 |
| Date of birth: | YYYY/MM/DD | Birthplace: | Add text |

**EXPERIENCE**

|  |
| --- |
| **Job title** in **Department** XY, **company, Location (MM/YYYYY -** Present**)** |
| **Responsibility**   * Responsibility * Responsibility * Responsibility   **Achievement**   * Achievement * Achievement   Achievement |
| **Job title** in **Department** XY, **Company, Location (MM/YYYY - MM/YYYYY)** |
| **Responsibility**   * Responsibility * Responsibility * Responsibility   **Achievement**   * Achievement * Achievement * Achievement |
| **Job title** in **Department** XY, **Company, Location (MM/YYYY - MM/YYYYY)** |
| **Responsibility**   * Responsibility * Responsibility * Responsibility   **Achievement**   * Achievement * Achievement   Achievement |

Resume****

**[FIRST NAME] [LAST NAME]**

**TECHNICAL SKILLS**

XY 1, XY 2, XY 3, etc.

XY 1, XY 2, XY 3, etc.

XY 1, XY 2, XY 3, etc.

**LANGUAGES AND QUALIFICATIONS**

Language 1

Language 2

Language 3

**PUBLICATIONS**

XY 1, XY 2, XY 3, etc.

XY 1, XY 2, XY 3, etc.

XY 1, XY 2, XY 3, etc.

**EDUCATION**

|  |
| --- |
| **Course of study, Grade: X,X (YYYYYY)** |
| University, Location |
| * Focus points: XY 1, XY 2, XY 3, etc. |
| **Education (JJJJ - YYYY)** |
| Company, Location |
| * Focus points: XY 1, XY 2, XY 3, etc. |