CURRICULUM VITAE

Name Surname

Street address, postcode city, country [optional]
@mail address
+49 (0) …
born: DD.MM.YYYY in city, country [optional]
Family status: unmarried/ married, one child (sex, age) [optional]
Nationality:
Visa status: Type of visa (valid until TT.MM.JJJJ) [important for international students]

Educational and Practical Background

since 04.2023

Master's programme (in the field of *exact specification*)
Name of university, city (country)
- desired degree: month and year
- main focus of studies [optional]
- title of thesis [optional]
- average grade [optional]

01.2024 - 04.2024

Internship as *job title* in the field of … [optional]
Company name, city (country)
- in up to 5 clear bullet points list the experience, the area of deployment, the (acquired) competencies
- …

04.2022 – 03.2023

Job title in the field of … [optional]
Company name, city (country)
- in up to 5 clear bullet points list the experience, the area of deployment, the (acquired) competencies
- …

10.2019 – 03.2022

Bachelor's programme (in the field of *exact specification*)
Name of university, city (country)
- main focus of studies [optional]
- title of thesis [optional]
- average grade [optional]

06.2019

Baccalaureate / A-Level / Highschool
Name of school, city (country)
- main subjects and grade [optional]

FRIEDRICH-SCHILLER-UNIVERSITÄT JENA Career Point

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Further Qualifications[1]

since 12.2020	**Voluntary work as *exact post description***
	Name of association, organisation name, university group name, city (country)
	• area of responsibility, key activities [optional]
	• if necessary: projects and events worth highlighting [optional]

08.2020	**Internship as *job title* in the field of *exact specification***
	Company name, city (country)
	• list in clear bullet points the experience, key activities, the (acquired) competencies [optional]
	• …

Language Skills

- Language   mother tongue
- Language   level indication (e.g. proficient, C1)
- Language   level indication

  [level in words, GER-classification (A1-C2) or language certificate]

IT- / Tech- / Lab-Skills

- Software   level indication (e.g. professional handling, 9/10)
- Software   level indication
- Others   level indication

  [level in words, with "X of Y" or graphically]

Hobbies and interests [optional]

- since 10.2019 e.g. trainer/in youth team type of sport (discipline)
- since 12.2011 e.g. orchestra/ choir member (e.g. instrument, voice)

City, (current) date

Max Mustermann

Name Surname

digital signature or scan of signature

SOME GENERAL NOTES:

- The **DESIGN** of your curriculum vitae you can choose free! (font, font size and color; line spacing; indentations and you can use icons instead of 'address' and 'phone number' instead)

Watch out for:

- a **CONSISTENT** appearance
- coherent designations of the individual sections/ units of meaning
- A photo is obligatory in German-speaking countries; no passport photo

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[1] These may include: volunteer work (in associations, university groups, NGOs…); relevant or important, but non-study-specific internships (student internship, trial internship, short-term internship…); extracurricular workshops; conference visits; other commitment; further education…