

CURRICULUM VITAE

Grid as orientation

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]



2,5 cm

2,0 cm

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Professional experience / Practical experience ...

01.2022 - 04.2022

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
- ...

02.2021 - 12.2021

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
- ...

Studies / Professional background / Course of education and studies ...

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]

10.2020 - 03.2023

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]

06.2020

Baccalaureate / A-Level / Highschool

Name of school, city (country)

- main subjects and grade [optional]

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Further Qualifications¹

since 12.2021

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 12.2010 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

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...