

Photo

You may add a photo of yourself (optional)

Contact details

Contact details could include:

-  Phone number
-  Email address
-  Link to your LinkedIn profile
-  City-level location

Education

Degree title

Name of the school

Start/end dates (month/year)

In addition to listing your degrees, you can explain the contents of the degree. For example, the name of your degree programme, what you focused on in your studies, your key courses, the topic of your thesis and other details regarding your education. Describing your education is particularly worth it if you do not have a lot of work experience yet.

Skills

Highlight your key professional skills and general working life skills. Include your technical skills, language skills and other essential competences. You can also include an assessment of your skill levels verbally, numerically or visually.

First name Last name

Headline or title

A one-line statement that highlights your professional identity.

Profile

Start your CV with a profile text, i.e., a concise summary of yourself in a few sentences. Describe who you are, what you can do, what you offer, what your professional interests are and what your next professional goal is. We recommend including the key skills and interests that relate to the job you are applying for, so tailor your profile to match the job and organisation you are applying for.

Work experience

Job title

Name of the employer

Start date (month/year) – end date (month/year)

Description of the work experience

Present your work experience, starting with the most recent one. If you have a lot of work experience, you can consider what is essential for the job you are applying for and highlight those ones in particular.

In addition to listing your job titles and employers, we also recommend describing your work experience. Explain your responsibilities and achievements with as much detail as possible. Use active verbs and numbers to illustrate the impact and scale of your work. Highlight what the purpose of your role was, how you impacted the organisation's activities and results, what you succeeded in and what you learnt during your employment.

Use the word "I" to illustrate what you did. You can also present what kind of collaboration you were part of, in which team or unit you operated and, if necessary, present the organisation. Do this particularly if the organisation is less known.

You can use several pages for your CV, if the contents so require. Make the descriptions easy to read with suitable paragraphs, subheadings or bullet points.

References

If you have references, you can mention this in your CV. A suitable expression could be: "References available upon request." We recommend giving out contact details for references only once you have ensured that they can be used and you have gotten their permission for giving them out.

Hobbies and interests

If you want, you can showcase your hobbies and interests. Presenting them can bring out your persona. For example, these could be interesting if they highlight something new in your background or they relate to the job you are applying for.

Positions of trust

Role

Organisation

Start date (month/year) – end date (month/year)

Description of the experience

You can present positions of trust and volunteer experiences in your CV as you present your work experience. We recommend describing them on a concrete level and highlighting your responsibilities and achievements.

Courses and certificates

You can include any training and courses besides your education as well as certifications in their own section. Include anything that is relevant to the job you are applying for that validates your competence and readiness.

Other

If necessary, add further sections that present your professional background and competences that support your job-seeking goals. These could include, for example, scientific publications, honorary mentions, awards or personal projects.