

CV and Cover Letter Templates



Stand out with effective job application tools

Job hunting can be a time-consuming and challenging process, but with the right tools you increase your chances of landing an interview.

Here you will find templates for both CVs and cover letters that enable you to quickly and easily present your skills professionally.

Whether you are new to the job market or ready to take the next step in your career, you will find concrete examples to help you stand out among applicants.

The following pages provide an overview of the different layouts. Please note that only the first page of each CV is shown. When you download the templates, you will get access to all pages.

You can customise the templates yourself – both content and colours.

Download the templates below and save time on your application.

Download
the templates
[here](#)



Full name

JOB TITLE

ADD A HEADING (THAT FITS THE JOB YOU ARE APPLYING FOR)

Create a targeted profile text.

Briefly describe why you are the right person for the job so that the company can quickly see why you are a good match for the position. Always personalise your profile text, and make sure it is future-oriented.

EXPERIENCE

2025-now Job title, Company

Briefly describe your job role to enable the recipient to easily identify your qualifications.

- Add the tasks you have performed
- Add the tasks you have performed
- Add the tasks you have performed

2023-2025 Job title, Company

Briefly describe your job role to enable the recipient to easily identify your qualifications.

- Add the tasks you have performed
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2019-2023 Job title, Company

Briefly describe your job role to enable the recipient to easily identify your qualifications.

- Add the tasks you have performed
- Add the tasks you have performed
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2017-2019 Job title, Company

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- Add the tasks you have performed
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EDUCATIONAL BACKGROUND

2015-2017 Master's degree, University

Briefly describe what this programme enables you to work with (that is relevant to the company you are applying to). Note any relevant courses, topics or fields in which you have specialised:

- Academic focus on ...
- Thesis on ...

2012-2015 Bachelor's degree, University

- Academic focus on ...
- BA project on ...

2009-2012 Upper secondary certificate

Add the upper secondary school you attended if you graduated recently.

▪ Phone +4512345678 ▪ name@surname.dk ▪ The-town-where-you-live ▪ linkedin.com/in/namesurname

[Company]

Att.: [Name Surname]

[Date/month/year]

1

HEADLINE THAT MATCHES THE JOB YOU ARE APPLYING FOR

[Why are you applying for this job? Make it clear why they should invite you for an interview]

Instructions: Write why you are interested in working for this particular company. For example: [Company's] product [or story] is particularly interesting, and after thorough research of your social media, I already have several ideas/suggestions for how to boost your online presence.

Instructions: In the second paragraph, you should get straight to the point. For example: To maximise the impact of your social media, you need a digital strategy and a strong core narrative about [Company]. If you hire me as your marketing consultant, you will get a dedicated and experienced social media nerd who can solve this and many other tasks for you – while helping you achieve [Company]'s goal of [specific goal/mission/vision].

I am passionate about creating results through strategic communication and digital storytelling. It motivates me to create measurable results and continuously find new ways to improve them.

[Your skills required for the job you are applying for]

In this section, describe what experience you have that can add value to the company. This could be experience from your studies or previous employment. You can also use bullet points to show how you can contribute:

- Bullet points and subheadings make it easy for the reader to skim your selling points – reasons to choose you.
- Remember that recruiters often only have a few seconds/minutes to read/skim your documents.
- Make sure to keep your selling points short and clear.

[How you create value]

Describe how the company will benefit from having you on their team. You can focus on specific tasks, your professionalism, knowledge or industry expertise.

Remember to use active language, for example: 'With me on the team, you get an employee who...' or 'I can contribute with...'

[A little about you as a colleague/employee]

Instructions: In the final paragraph it is a good idea to tell something about yourself as a person and your teamwork skills. If you use adjectives, give concrete examples of how you are "determined" or "ambitious" (this will set you apart from the other determined and ambitious candidates you are competing against). You can also mention how you typically approach a task on your own or how you are solution-orientated when collaborating in teams. For example: You will get a colleague who is full of drive and brings commitment, collaboration skills and a solution-orientated approach.

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Make sure to customise the language in your cover letter to match your writing style while at the same time appearing professional.

Best regards,

Full name

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Full name

JOB TITLE

[Company]
Att.: [Name Surname]
[Date/month/year]

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Best regards,

Full name

SKILLS

- Core skills
- Core skills
- Core skills
- Core skills

EDUCATIONAL BACKGROUND

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2009-2012 Upper secondary certificate

Add the upper secondary school you attended if you graduated recently.

CONTINUING EDUCATION

2018-2020 Diploma title, Place of study

EXPERIENCE

2025-now Job title, Company

Briefly describe your job role to enable the recipient to easily identify your qualifications.

- Add the tasks you have performed
- Add the tasks you have performed
- Add the tasks you have performed

Achievements:

- Bear in mind that the achievements must be measurable

2023-2025 Job title, Company

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2019-2023 Job title, Company

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2017-2019 Job title, Company

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JOB TITLE



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Briefly describe what this programme enables you to work with.

EXPERIENCE

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[Company]

Att.: [Name Surname]

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[A little about you as a colleague/employee]

Instructions: In the final paragraph it is a good idea to tell something about yourself as a person and your teamwork skills. If you use adjectives, give concrete examples of how you are "determined" or "ambitious" (this will set you apart from the other determined and ambitious candidates you are competing against). You can also mention how you typically approach a task on your own or how you are solution-orientated when collaborating in teams. For example: You will get a colleague who is full of drive and brings commitment, collaboration skills and a solution-orientated approach.

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Att.: [Name Surname]

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[A little about you as a colleague/employee]

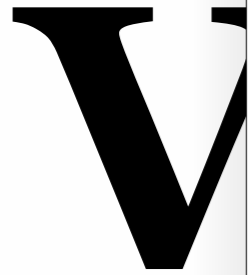
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Full name



Full Name

JOB TITLE

[Company]

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Achievements:

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SKILLS

- Core skills
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EDUCATIONAL BACKGROUND

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CONTINUING EDUCATION

2018-2020 Diploma title, Place of study

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JOB TITLE

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Full name



CONTACT DETAILS

- Phone +4512345678
- Town-where-you-live
- name@surname.dk
- linkedin.com/in/namesurname

SKILLS

- Core skills
- Core skills
- Core skills
- Core skills
- Core skills
- Core skills
- Core skills

IT SKILLS

- IT skills and proficiency level
- IT skills and proficiency level
- IT skills and proficiency level
- IT skills and proficiency level

LANGUAGES

- Language and proficiency level
- Language and proficiency level
- Language and proficiency level
- Language and proficiency level

A LITTLE ABOUT ME

My main interests are:



Full name

JOB TITLE

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OTHER EXPERIENCE

2019-2023 Student jobs and/or unskilled work

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[Company]
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[How you create value]

Describe how the company will benefit from having you on their team. You can focus on specific tasks, your professionalism, knowledge or industry expertise.

Remember to use active language, for example: 'With me on the team, you get an employee who...' or 'I can contribute with...'

[A little about you as a colleague/employee]

Instructions: In the final paragraph it is a good idea to tell something about yourself as a person and your teamwork skills. If you use adjectives, give concrete examples of how you are "determined" or "ambitious" (this will set you apart from the other determined and ambitious candidates you are competing against). You can also mention how you typically approach a task on your own or how you are solution-orientated when collaborating in teams. For example: You will get a colleague who is full of drive and brings commitment, collaboration skills and a solution-orientated approach.

Instructions: In the final sentence you should include a call-to-action. For example: I look forward to hearing from you and I am happy to bring my ideas for the job interview. (It is an advantage if this sentence can refer to your headline/core message).

Make sure to customise the language in your cover letter to match your writing style while at the same time appearing professional.

Best regards,

Full name



Full name

JOB TITLE

ADD A HEADING (THAT FITS THE JOB YOU ARE APPLYING FOR)

Create a targeted profile text.

Briefly describe why you are the right person for the job so that the company can quickly see why you are a good match for the position. Always personalise your profile text, and make sure it is future-oriented.

EXPERIENCE

2025-now Job title, Company

Briefly describe your job role to enable the recipient to easily identify your qualifications.

- Add the tasks you have performed
- Add the tasks you have performed
- Add the tasks you have performed

2023-2025 Job title, Company

Briefly describe your job role to enable the recipient to easily identify your qualifications.

- Add the tasks you have performed
- Add the tasks you have performed
- Add the tasks you have performed

2019-2023 Job title, Company

Briefly describe your job role to enable the recipient to easily identify your qualifications.

- Add the tasks you have performed
- Add the tasks you have performed
- Add the tasks you have performed

2017-2019 Job title, Company

Briefly describe your job role to enable the recipient to easily identify your qualifications.

- Add the tasks you have performed
- Add the tasks you have performed
- Add the tasks you have performed

EDUCATIONAL BACKGROUND

2015-2017 Master's degree, University

Briefly describe what this programme enables you to work with (that is relevant to the company you are applying to). Note any relevant courses, topics or fields in which you have specialised:

- Academic focus on ...
- Thesis on ...

2012-2015 Bachelor's degree, University

- Academic focus on ...
- BA project on ...

2009-2012 Upper secondary certificate

Add the upper secondary school you attended if you graduated recently.

[Company]

Att.: [Name Surname]

[Date/month/year]

8

HEADLINE THAT MATCHES THE JOB YOU ARE APPLYING FOR

[Why are you applying for this job? Make it clear why they should invite you for an interview]

Instructions: Write why you are interested in working for this particular company. For example: [Company's] product [or story] is particularly interesting, and after thorough research of your social media, I already have several ideas/suggestions for how to boost your online presence.

Instructions: In the second paragraph, you should get straight to the point. For example: To maximise the impact of your social media, you need a digital strategy and a strong core narrative about [Company]. If you hire me as your marketing consultant, you will get a dedicated and experienced social media nerd who can solve this and many other tasks for you – while helping you achieve [Company]'s goal of [specific goal/mission/vision].

I am passionate about creating results through strategic communication and digital storytelling. It motivates me to create measurable results and continuously find new ways to improve them.

[Your skills required for the job you are applying for]

In this section, describe what experience you have that can add value to the company. This could be experience from your studies or previous employment. You can also use bullet points to show how you can contribute:

- Bullet points and subheadings make it easy for the reader to skim your selling points – reasons to choose you.
- Remember that recruiters often only have a few seconds/minutes to read/skim your documents.
- Make sure to keep your selling points short and clear.

[How you create value]

Describe how the company will benefit from having you on their team. You can focus on specific tasks, your professionalism, knowledge or industry expertise.

Remember to use active language, for example: 'With me on the team, you get an employee who...' or 'I can contribute with...'

[A little about you as a colleague/employee]

Instructions: In the final paragraph it is a good idea to tell something about yourself as a person and your teamwork skills. If you use adjectives, give concrete examples of how you are "determined" or "ambitious" (this will set you apart from the other determined and ambitious candidates you are competing against). You can also mention how you typically approach a task on your own or how you are solution-orientated when collaborating in teams. For example: You will get a colleague who is full of drive and brings commitment, collaboration skills and a solution-orientated approach.

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Best regards,

Full name



**A-kasse &
Karriereudvikling**
Giver dig muligheder

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