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| **[HEADLINE YOUR OFFER FOR THE CO.]**  Brief description of the overall and relevant experience and skills you will apply in the job. You might describe your professional past, your present (i.e. what you study), and maybe your direction for the future. (E.g. certain work areas you find interesting, or want to specialise in.)  If possible, it’s a good idea to start by describing your experience with numbers, e.g. X years’ experience with sales and customer service, alternatively, something like “Specialised in …” e.g. SoMe/IT/strategy” (make it relevant for the job you are applying for). Keep the paragraphs short.  **EXPERIENCE**  **Job Title** (full-time)  **08/2018 -** **PRESENT** - COMPANY, LOCATION  In this sentence you might describe the company in one line.  **Areas of responsibility:**   * In bullet points briefly describe… * your responsibilities/experience/skills/knowledge… * and what these enable you to do, e.g. what problems you can solve   **Results:**   * If possible, try to describe… * results you achieved in this position   **Job Title** (thesis collaboration)  **12/2017 - 04/2018** - COMPANY, LOCATION  **Tasks:**   * In bullet points briefly describe… * your responsibilities/experience/skills/knowledge… * and what these enable you to do, e.g. what problems you can solve   **Learnings:**   * No results yet? You could describe important/relevant learnings instead   **Job Title** (internship)  **08/2016 – 01/2017** - COMPANY, LOCATION  **Tasks:**   * In bullet points briefly describe… * your responsibilities/experience/skills/knowledge… * and what these enable you to do, e.g. what problems you can solve   **Results:**   * You could also describe important/relevant learnings you had in this job   **EXPERIENCE (CONTINUED)**  **Job Title** (part-time)  **08/2015 – 02/2017** - COMPANY, LOCATION  In this sentence you might describe the company in one line.  **Areas of responsibility:**   * In bullet points briefly describe… * your responsibilities/experience/skills/knowledge… * and what these enable you to do, e.g. what problems you can solve   **Tasks:**   * Put more focus on areas of responsibility, if the tasks in your part-time/student job are not relevant for the job you are applying for. * Your ability to take responsibility can be transferred to other work areas.   **Results:**   * Describe results or important/relevant learnings you achieved   **Job Title** (volunteer)  **07/2013 – 02/2017** - ORGANISATION, LOCATION  In this sentence you might describe the company in one line.  **Areas of responsibility:**   * In bullet points briefly describe… * your responsibilities/experience/skills/knowledge… * and what these enable you to do, e.g. what problems you can solve   **Tasks:**   * If you don’t have relevant work experience yet, it’s an advantage, if you have relevant experience from volunteer work. * It shows a proactive approach and initiative. * Volunteer work often allows you more relevant work experience or responsibility than a student job.   **Results:**   * Describe results or important/relevant learnings you achieved   **Various spare-time jobs**  **2009 - 2012** - COMPANY, COMPANY, COMPANY   * To show general job experience, you might list odd jobs here, if relevant.   **COURSES & CERTIFICATES**  **Course or Certification Title** (3 months)  **2019** - COURSE PROVIDER   * Describe what the course made you able to do /work with * or gave you knowledge of   **Course Title** (1 week)  **2018** - COURSE PROVIDER (E.G. INTERNAL COURSE IN COMPANY)   * What the course made you able to, or gave you knowledge of | **KEY STRENGTHS**  **Highlight relevant strengths or skills**   * This is a great place to highlight/describe/expand on skills or strengths that qualify you for the job. * Instead of abstract adjectives, give short examples or definitions, i.e. *how* you are structured or analytical.   **Highlight relevant strengths or skills**   * Try to highlight relevant experience or special skills. * If you do not have much experience yet, then describe your mindset towards work and/or collaboration.   **MOST PROUD OF**   * **Berlin Half Marathon ‘19**   Beat my personal best. I run several times a week alone or with my local running club.   * **Teammate of the Year ‘17**   I have played soccer for 10+ years. The title was given to me for showing great team spirit, drive and humor.  **IT SKILLS**  **Word, Excel, PowerPoint**  Super User  **Google Analytics**  User  **InDesign**  Beginner  **EDUCATION**  **Master Title**  UNIVERSITY, LOCATION  **2016 - 2018**  Briefly describe what this education enables you to do - or work with. Make it relevant for the job you are applying for.  You can make a note of the relevant courses, subjects or areas you have studied or specialised in:   * [Relevant focus/subject] * [Relevant focus/subject] * [Relevant focus/subject] * Thesis on …   **Bachelor Title**  UNIVERSITY, LOCATION  **2012 - 2015**   * Studies focused on … * BA project on …   **Exchange Student**  UNIVERSITY, LOCATION  **2017 – 2017** (5 months)   * Studies focused on …   **Student (i.e. HHX)**  HIGH SCHOOL, LOCATION  **2009 - 2011**   * [Include area you focused on, if it is relevant/qualifies you for this particular job. Otherwise, details are not necessary.]   **LANGUAGE**  **[Language#1] ⬤ ⬤ ⬤ ⬤ ⬤**  Native  **[Language#2] ⬤ ⬤ ⬤ ⬤ ⬤**  Negotiation level  **[Language#3] ⬤ ⬤ ⬤ ⬤ ⬤**  Conversation level |