|  |
| --- |
| [FIRST name last name][Job title (if any)] |

General



Address

[Street]

[City]

Phone number

[xxxx xx xx xx]

Email address

[name@email.com]

LinkedIn URL

[name.linkedin.com]

[Briefly tell something about yourself: what kind of person are you, what are your strengths, what are you looking for in a job, what do you find important in your career (e.g. good collegial atmosphere, varied tasks ...). Best to mention your hobbies in your motivation letter.]

Experience

(Order from most to least recent experience)

* [Job title at company – from month year to month year]

[Responsibilities and tasks: Give an overview of your responsibilities and tasks during this job. Highlight projects that you completed successfully. Begin with what is relevant for this job vacancy.]

* [Job title at company – from month year to month year]

[Responsibilities and tasks: Give an overview of your responsibilities and tasks during this job. Highlight projects that you completed successfully. Begin with what is relevant for this job vacancy.]

education

(Order from most to least recent education)

* [Master programme (graduated in year)]
* [bachelor programme (graduated in year)]
* [..... (graduated in year)]

additional courses

(Order from most to least recent education)

[Include extra training courses, training courses, courses ... relevant to the job vacancy. E.g. Excel, soft skills, VAT seminars, ...]

Software knowledge

SAP

Microsoft Office

[Software package]

[Software package]

language knowledge

(Fill in the degree to which you master the language: NATIVE, BASIC or PROFICIENT)

Dutch – NATIVE – BASIC – PROFICIENT

French – NATIVE – BASIC – PROFICIENT

English – NATIVE – BASIC – PROFICIENT

… – NATIVE – BASIC – PROFICIENT