CV template chronological

Curriculum Vitae (Resume)

# First name Last name/Family name

## Key Competences & Career Goals

In this section you should list your four-five outstanding competences. Competence stands for knowledge, experience, skills, strengths, motivational factors and values. For example

* Project Management
* Financial Administration, Agresso
* Strong ability to take initiatives
* etc

Career Goals: Regardless of what your goals are, you should show your ambitions and in which direction you want your career to go. Preferably you should indicate in what business and profession you want to work. If you have several options which you may want to pursue, you could mention some possible professional roles. In such a case be sure to note that those are examples and that you are open for a discussion.

## Work Experience

**Month and Year - ongoing, Name of the employer and place, (possibly country), Job title**

A summary of work tasks and your area of responsibility. Then, write down the skills you use and possibly developed on the job. For each job you should clearly indicate the results of your work and your contribution.

**Month and Year – Month and Year, Name of employer and place, (possibly country), Job title**

A summary of work tasks and area of responsibility you had. Then, write down the skills you used and possibly developed on the job. For each job you should clearly indicate the results of your work and your contribution.

If you during a period of time, e.g. during the time of studies, had a number of shorter employments, you can summarize those like ”1990-1995, Various seasonal jobs in restaurants”.

## Education

**Year-Year, Educational institution, Educational program, credits (ECTS)** As with Work Experience you should list your education in reverse chronological order, i.e. the highest education first.

Type of education

Possible diploma thesis and its subject

**Year-Year, Secondary School/High School, Educational program**

Type of education.

In this section you should list all education longer than one semester.

## Courses

**Month and Year, Name of the course, length of the course (number of days)**

Name and place of Course organizer

## IT/Computer Skills

* Systems and Software skills (indicate your skills’ level)

## Language Skills

* Mother tongue
* Second language, indicate level of proficiency orally and in writing
* Other languages, indicate level of proficiency orally and in writing

## Commissions of Trust/Professional Affiliations

It can be of great value to list in this section any commissions of trust you have or have had e.g. in sports organizations, home owner associations or labor unions etc. as well as memberships in professional organizations like IEEE.

## Miscellaneous (or Other Information)

In this section you can write down any relevant additional information, such as if you have a driving license, your cultural interests, travelling and leisure activities.

## References

References available upon request