CV template Functional

Curriculum Vitae (Resume)

# First name Last name/Family name

## Goals/Objectives

Regardless of what your goals are, you should show your ambitions and in which direction you want your career to go. Preferably you could 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.

## Key Competences

In this section you should document your key competences. Write down each competence as a headline and write a short description for each one, as well as how you may use this competence in a future job. Write 3-4 headlines (competences). Do not forget to include obtained results!

The above two sections should make up the major part of your CV.

## Employments

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

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

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)**

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 (e.g. 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, cultural interests, travelling and leisure activities.

## References

References available upon request