

First & last name

Full address
Phone number
E-mail
LinkedIn-Link

Summary

This is your moment to shine. Take the time to think about ...

- What defines you?
- What relevant experience do you have for the role & company you're applying at?
- What do you expect from a future employer?

Please don't speak in the 3rd person as it comes across as unpersonal.

Work experience

Employer

Type of industry

Job title

Start date – end date OR "Present"

- Job-description in short
 - What did you do on a daily / weekly basis?
- What products or services did you sell?
- How did you sell towards your clients?
- What type of clients did you have?
 - Size, main point of contacts, verticals (sectors)
- If you managed people: how many and how did you manage them? + what did your P&L look like?
- What else did you do that is relevant for the position you're applying for?

Achievements: Try to quantify what you're most proud of.

Education

Institute

Year started – Year ended

Name of the degree + anything from your studies relevant for the position you're applying for.

Additional Experience

Any relevant experience from hobbies or the likes goes here.

References

If you're sending your cv directly to a company, feel free to put your references here in any format you like. If not, state "References available upon request".