

Sample Curriculum Vitae

Your contact information:

Name

Address

Telephone / Cell Phone

Email

Personal information:

Date of Birth

Place of Birth

Citizenship

Gender

Marital Status

Employment History:

List in chronological order, include position title, main tasks and dates.

Education:

List in chronological order, include name of the educational institution, location, majors, degrees

Order: High School, University, Graduate School, Post-Doctoral Training

Professional Qualifications:

Certifications and Accreditations

Computer Skills

Languages:

List the languages that you can speak. Indicate your skill level, e.g. fluent, intermediate, beginners.

Only list those languages in which you actually have language skills

Interests:

Mention 2-3 of your interests that best describe you.

Preferably, try to interests that represent strong characteristics of yourself, e.g. playing soccer (team player), but also things that will make you unique, e.g. miniature trains.