**[Name] | Curriculum Vitae**

[house number, street   
town postal code   
(country)  
phone  
e-mail]

|  |  |
| --- | --- |
| **(Vocational) Training / Further Education** | |
| [the last and next few years as expected] | [name of company/institution where you are or will be taught/trained]  [courses/training, predicted final grade] |
| [years: secondary school(s) attended] | [name of school 2]  [subjects specialised in] |
| [years: secondary school(s) attended] | [name of school 1]  [favourite subjects] |
| **Employment Experience** | |
| [year(s): latest first] | [institution, company] | [your job e.g. “Shop assistant”]  [about the company e.g. “Retailer in Hamburg, Germany, selling exquisite tea”]  [what you did there e.g. “finding new customers”] |
| [and year(s) before that…] | [institution, company] | [your job e.g. “Client service”]  [about the company e.g. “German marketing agency with … branches in…”]  [what you did there e.g. “Developed Excel spreadsheet monitoring working hours”;  “Conceptualised, organised a charity event with … raising XXXX€”] |
| [and before...] | [institution, company, e.g. “Brand.Inc”] | [your job, e.g. “Assistant”]  [what you did there e.g. “Worked in several divisions of brand consultancy”] |
| **Positions of Responsibility** | |
| [year(s)] | [activity/institution]e.g. “Carolinic economics blog” | [your job, e.g. “Co-founder and editor in chief (www.web-address.de”]  [what you did there e.g. “Monthly blog on current economic topics”] |
| [year(s) before that…] | [activity/institution e.g. “School’s debating team”] | [your job, e.g. “Team leader, running training sessions for junior debaters”] |
| [and before…] | [what you did there e.g. “Edited and designed school magazine”] |
| **Further Skills and Achievements** | |
| IT | [what you are good at e.g. “Microsoft Office; Apple iWorks; Adobe Photoshop, InDesign, Illustrator, Premiere, Dreamweaver, Acrobat; basic HTML, CSS”] |
| Languages | [e.g. “German (mother tongue), English (fluent), French (basic), Italian (basic)”] |
| Interests | [e.g. “Tennis (school’s team-captain for several years); History and Psychology”] |

***Assignment***

* *This is about the most important person in the world: you.*
* *Imagine you are writing this CV seven years from now.*
* *Fill in what activities and achievements you would like to list by then.*
* *Write down what you wish to achieve in these seven years. Be optimistic.*
* *Looking at the overall impression, think hard what sort of job would suit you best.*