

[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.*