JOHN Q. DOE

Photo

4,5x6 cm

PERSONAL INFORMATION

|  |  |  |
| --- | --- | --- |
| **Address** |  | Home address street, city, country |
| **Phone-Nr. (private)** |  | +49 (0)69 123456789 |
| **Mobile** |  | +49 (0)171 123456789 |
| **E-Mail (private)** |  | m.mustermann@email.com |
| **Birthdate, City** |  | 29.02.2000 in city, country |
| **Marital Status\*** |  | Married (since 1994, single, divorced), 2 children (at the age of.. and.)\* |
| **Nationality\*** |  | German |
| **Denomination\*** |  | Catholic... [Only in very rare cases is this information of importance and required] |

PROFESSIONAL EXPERIENCE

|  |  |  |
| --- | --- | --- |
| 01/2008 – present  (version 1) |  | **Company A,** city, country  Describe the company: Industry sector, number of employees, revenue, region  **Senior Consultant**  Tasks\*: [describe your main tasks and activities, revenue-, budget-, responsibility, success story]   * Task 1, 2, 3 * (Report to …)\* * (direct employed: …)\* * (Volume… (budget, revenue or purchasing volume))\* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 01/2000 – 12/2007  [version 2] |  | **Senior Consultant**  **Company B**, city, country  Describe the company: Industry sector, number of employees, revenue, region etc.  Tasks\*: [describe your main tasks and activities, revenue-, budget-, responsibility, success story]   * Task 1, 2, 3 * (Report to …)\* * (direct employed: …)\* * (Volume… (budget, revenue or purchasing volume))\* |
|  |  |  |
| 01/2000 – 12/2007  [version 3] |  | **Company C,** city, country  Describe the company: Industry sector, number of employees, revenue |
|  |  |  |
| 01/2006 – 12/2007 |  | **Senior Consultant**  Tasks\*: [describe your main tasks and activities, revenue-, budget-, responsibility, success story]   * Task 1, 2, 3 * (Report to …)\* * (direct employed: …)\* * (Volume… (budget, revenue or purchasing volume))\* |
| 01/2000 – 12/2005 |  | **Consultant**  Tasks\*: [describe your main tasks and activities, revenue-, budget-, responsibility, success story]   * Task 1, 2, 3 * (Report to …)\* * (direct employed: …)\* * (Volume… (budget, revenue or purchasing volume))\* |

ACADEMIC RECORD

|  |  |  |
| --- | --- | --- |
| 08/2000 – 07/2005 |  | **University,** city, country  Study of …  Focused on: (listing)  Diploma thesis: (subject)  Degree: (title, grade) |

PROFESSIONAL EDUCATION

|  |  |  |
| --- | --- | --- |
| 07/1997 – 12/2000 |  | **Company**, city, country Training for industrial sales representative Degree: |
| 01/2001 – 12/2005 |  | **Bank of..**, city, country Training for bank business management assistant Degree: |

SCHOOL EDUCATION

|  |  |  |
| --- | --- | --- |
| 1998 – 2002 |  | **Elementary School,** city, country |
| 2002 – 2009 |  | **Middle school**  city, country  Degree: xxx |
| 08/2007 – 06/2008 |  | **Spring Lake High School**, Spring Lake, Texas, USA  Degree: High School Diploma |

MILITARY SERVICE/COMMUNITY SERVICE

|  |  |  |
| --- | --- | --- |
| 08/2000 – 07/2005 |  | **Military Service/Community Service**, City, Country  (Description) |

OTHER QUALIFICATIONS AND TRAININGS (OR INTERSHIPS)

|  |  |  |
| --- | --- | --- |
| 12/2000 – 05/2001 |  | **Company,** city, country  Intership in Marketing and Sales  Degree: Retail Merchandiser Tasks: (describe your main tasks, activities and success story) |
| 2000 |  | Programming course for industrial robots |
| 2002 |  | Rhetoric Seminar |

LANGUAGE SKILLS (or: FOREIGN LANGUAGES)

|  |  |  |
| --- | --- | --- |
| German |  | Mother tongue (specify for an international application) |
| English |  | Good, very good or fluent in spoken and written |
| French |  | Basic knowledge, good basic knowledge |

IT-SKILLS

|  |  |  |
| --- | --- | --- |
| Application software |  | MS Office (Word, Excel, PowerPoint), SAP R/3 Module SD and PPS |
| System software |  | MS Windows XP, MS Windows Vista, Mac OS 10 |

PERSONAL STRENGTHS

|  |  |  |
| --- | --- | --- |
| Create confidence |  | Make employees believe in their own strengths. |
| Team work |  | Serve as an example for a team player. Make the teamwork as hard as I do. |
| Goal-orientated |  | ... |

REFERENCES

|  |  |  |
| --- | --- | --- |
| Mr. Doe, John |  | **International Company**, City, Country Function/Title: Head of Taxing Department Contact: (here E-Mail, Phone-Nr. etc., or details on demand) |
| OR: |  | „References will be provided on demand“ |

OTHER SKILLS / HOBBIES

|  |  |  |
| --- | --- | --- |
| Interests |  | Reading, Travel, Family, Music, Sports (soccer, box (only training) ...) |
| Drivers Licence |  | Class 1 and 2 |

City, 01.01.2020

*(Signature)*

John Q. Doe

Note: Entries with \* are optional! Delete red markings, notes in ([brackets]) and \* as well as all sections you do not need. Good luck!