first name family name

Resumé title

some quote

Education

year–year **Degree**, *Institution*, City, Grade
Description

year–year **Degree**, *Institution*, City, Grade
Description

Master thesis

title Title

supervisors Supervisors

description Short thesis abstract

Experience

Vocational

year–year **Job title**, *Employer*, City
General description no longer than 1–2 lines

year–year **Job title**, *Employer*, City
General description no longer than 1–2 lines

Miscellaneous

year–year **Job title**, *Employer*, City
General description no longer than 1–2 lines

Languages

Language 1	Skill level	*Comment*
Language 2	Skill level	*Comment*
Language 3	Skill level	*Comment*

Computer skills

Category 1	Comment	Category 4	Comment
Category 2	Comment	Category 5	Comment
Category 3	Comment	Category 6	Comment

Interests

street and number – postcode city – country
mobile number • *phone number* • *fax number* • *email*
home page • *additional information*

Hobby 1	Description
Hobby 2	Description
Hobby 3	Description

Extra 1

- Item 1
- Item 2
- Item 3

Extra 2

- Item 1
- Item 2
- Item 3
- Item 4
- Item 5
- Item 6

References

Category 1
Comment

Category 2
Comment

Category 3
Comment

Company Recruitment team
Company's name
Street address
Zip Code City

Date

Dear Sir or Madam,

Yours faithfully,

first name family name

encl: enclosures

first name family name
street and number – postcode city – country
mobile number • *phone number* • *fax number* • *email*
home page • *additional information*