**FIRST NAME LAST NAME**



Put your professional photo with a business suit, white background and a big smile ☺

# **Current Address** Click here to enter text.

**Home Address** Click here to enter text.

**Nationality** Click here to enter text.

**Date of Birth** Click here to enter a date.

**Email** Click here to enter text.

**Mobile** Click here to enter text.

**Skype** Click here to enter text.

**Do you have a drivers licence? ☐** Yes ☐ No

**EDUCATION**

**School Name**, **City, Country**.Mth Year.– Mth Year.

***Diploma / Degree***.

**School Name**, **City, Country**.Mth Year.– Mth Year.

***Diploma / Degree***.

**School Name**, **City, Country**.Mth Year.– Mth Year.

***Diploma / Degree***.

**..** *add additional lines if needed*

**WORK EXPERIENCE**

**Organisation Name**, **City, Country**.Mth Year.– Mth Year.

***Position Held***.

**...** *add additional lines if needed*

**LANGUAGES**

1. Add Language) ☐ Mother Tongue / ☐ Fluent / ☐ Intermediate / ☐ Advanced / ☐ Basic (currently studying)

2. Add Language) ☐ Mother Tongue / ☐ Fluent / ☐ Intermediate / ☐ Advanced / ☐ Basic (currently studying)

**...** *add additional lines if needed*

**COMPUTER SKILLS**

☐ Microsoft Office (Word, Excel, PowerPoint) **☐ Opera, Fidelio, Micros (currently learning)**

**☐ Photoshop, iMovie ☐ Others, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXTRA-CURRICULAR ACTIVITIES**

**Organisation Name**, **City, Country**.Mth Year.– Mth Year.

***Position Held***.

**...** *add additional lines if needed*

**INTERESTS**

Put your interests (For example: travelling, sports and outdoor activities).