

Curriculum Vitae

CV

First/last name

Mandatory

Address

If you do not live in Luxembourg-area, please make sure you have a local contact (address)

Date of birth

Mandatory

Marital Status

Should be mentioned

Telephone

Landline or cell phone (pay attention to your voice mails)
Mention your international prefix

E-mail

Mandatory for establishing contact

Nationality + Work permit

Important especially when you are applying abroad

Permis B

Also inform if you own a car

OBJECTIVE

Short catchphrase that will highlight your key skills and your career goal.

PROFESSIONAL EXPERIENCE (Fill in the most important ones and skills in chronological order)

Dates <small>(month and year of start and end)</small>	Position, name of the company, type of contract • List the main tasks • Use a maximum of 5 bullet points	City
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PROFESSIONAL TRAINING AND EDUCATION (Anti chronological order)

Dates <small>(month and year of start and end)</small>	Diploma, Name of the school / university • Topics and about exchanges (Erasmus) • Useful mentions • Similar for the workshops or professional training	City
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LANGUAGE SKILLS

Be honest with yourself

Language levels: mother tongue, professional fluency, intermediate etc.

Illustrate the language level with examples (working language at Adecco or 4-month language course in London ...)

COMPUTER SKILLS

Mention all the programs with your level of proficiency

EXTRA CURRICULAR ACTIVITIES

Hobbies, Personality etc.