FULL NAME

|  |
| --- |
| **Home address** |
| **Email:** |
| **Home phone number** |
| **Office phone number** |
| **Cell phone number** |

**NAME OF LAST JOB POSITION**

**COMPANY**

***Main skills applied to the job***

**PROFILE Describe your professional profile. Include relevant skills and major achievements in your working history.**

**PROFESSIONAL EXPERIENCE**

***2008 – Present* Name of the company**

**NAME OF JOB POSITION**

**Describe the main characteristics of your position.**

**Achievements:**

**List your achievements in that position, promotions, etc.**

***2005 – 2008* Name of the company**

**NAME OF JOB POSITION**

**Describe the main characteristics of your position.**

**Achievements:**

**List your achievements in that position, promotions, etc.**

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**EDUCATION**

**Name of the title**

**University**

**Description of the career**

**TECHNICAL SKILLS**

**Name your computer and technology skills,**

**any programs you can handle and your internet experience.**

**LANGUAGES**

**List your mother tongue and languages you can speak,**

**as well as your level and any international certifications.**