FULL NAME

|  |  |
| --- | --- |
| Home address | Home phone number |
| Email: | 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.

**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.