Name

Photo

Contact address

Mobile: [insert] E-mail: [insert]

Personal profile

[Insert Personal Profile Statement]

Education

[From – To] [Course] [Institution Name]

Grade achieved: [Grade]

[From – To] [Course] [Institution Name]

Grade achieved: [Grade]

**Work experience**

[From – To] [Job Position] [Company name]

Main duties performed:

[From – To] [Job Position] [Company name]

Main duties performed:

**Computer Skills**

[Skill]  (please indicate knowledge of computer skills)

[skill]  (please indicate knowledge of computer skills)

**Languages**

 [language]  (please indicate knowledge of language)

[language]  (please indicate knowledge of language)

**Interpersonal Skills**

 [skill]  (specify your level of development)

[skill]  (specify your level of development)

**Hobbies e Interests**

[Briefly outline your hobbies and interests]

**Additional Information**

[ Briefly outline additional professional/personal information]

Data

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_