**John Q. Public**  
Street (home address)  
D-12345 city, country

Please

insert a

photo

ca. 6x4,5 cm

**Phone:** +49 (0)69 123456789  
**Mobile phone:** +49 (0)171 1234567  
**E-Mail (private):** JohnPublic@email.com  
  
**Nationality:** german  
**Birthdate:** 29.02.2020 in city, country  
**Marital status:** married, 3 children

**Professional Experience**

|  |  |  |
| --- | --- | --- |
| 07/2000 – Present |  | **Company A**, city, country  [short description of the company: Industry sector, number of employees, revenue]  **CFO**  [describe your main tasks and activities, revenue-, budget-, responsibility, success story]   * Task 1,2,3 |
|  |  |  |
| 01/1995 – 06/2000 |  | **Company**, city, country  [short description of the company: Industry sector, number of employees, revenue] |
| 07/1998 – 06/2000 |  | **Managing Financial Director**  [describe your main tasks and activities, revenue-, budget-, responsibility, success story]   * Task 1,2,3 |
| 01/1996 – 06/1998 |  | **Head of Finance**  [describe your main tasks and activities, revenue-, budget-, responsibility, success story]   * Task 1,2,3 |

**Education, Intership**

|  |  |  |
| --- | --- | --- |
| 01/0000 – 01/0000 |  | **Company A**, City, Country  Training or internship as a retail merchant Degree: Retail Merchandiser |
| 01/0000 – 01/0000 |  | **University**, City, Country  Study of.. / Focused on: (listing)  Diploma thesis: (subject)  Degree: (title, grade) |
| 01/0000 – 01/0000 |  | **High School**, city, country  Degree: High School Diploma |
| 01/0000 – 01/0000 |  | **Elementary School**, City, Country |

**Qualifications and Trainings**

|  |  |  |
| --- | --- | --- |
| 01/0000 – 01/0000 |  | **Company A,** City, Country Professional Training in SAP |
| 01/0000 |  | Programming course C++ |
| 2000 |  | Language course: Business English |

**Military Service/Community Service**

|  |  |  |
| --- | --- | --- |
| 01/0000 – 01/0000 |  | **Company,** City, Country artillery surveyor |

**Language Skills**

|  |  |  |
| --- | --- | --- |
| German |  | Mother tongue |
| English |  | Fluent in spoken and written |
| Spain |  | Basic knowledge |

**Other Skills, Interests**

|  |  |  |
| --- | --- | --- |
| IT skills |  | MS Office (Word, Excel, Powerpoint), SAP R/3 |
| Interests |  | Sports (soccer, tennis), Reading, Community work (volunteer) |
| Driving licence |  | Class B |

city, dd.mm.yyyy [or mm.dd.yyyy]

*(signature)*

Your Name

Note: Entries with \* are optional! Delete red marks as well as notes in ([brackets]) and \* and all sections that you do not need. Good luck!