

Template to create your curriculum vitae

Based on own experience, good examples of candidates and feedback from customers

VENDETIUM bvba

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Vendetium
THE SALES COMPANY THAT CREATES VALUE



First name + last name

First name + last name

Street + number

Postal code + city

Tel/mobile:

E-mail :

Date of birth:

Family status

children

*Your professional
looking picture*

SUMMARY

Summary about

- Yourself
- For experienced candidates
 - Your professional experience which is relevant for the job you are applying
- For junior candidates (or no experience in this job you are applying for)
 - Your education in combination with most important achievement
 - Your social and sport activities with most important achievement
- Your motivation for the job
- Why you are a strong candidate for this job

By reading this summary your future employers should quickly see:

- Who you are
- Your ambition
- Why they should invite you

PROFESSIONAL EXPERIENCE (summary)

In case you already have a long list of former job experiences you better first make a summary of these and mention that the detailed description can be found at the end of your cv or in annex . By this way you avoid that your cv is too long with the risk not to be read.

Mention the most recent experiences first!

- **Employer 1 – specified industry type (from – now)**
 - Function 1 (from – now)
 - Function 2 (from – till)
 - etc
- **Employer 2– specified industry type (from – till)**
 - Function 1 (from – till)

- Function 2 (from - till)
- Etc

REFERENCES

List the most relevant people who can be contacted to talk about your working experiences. Please directly the context of your relationship (customer, colleague, manager, trainer, team member, etc.). Please also mention the contact information and don't forget to inform the person about. You also can write a quote of this person about you and/or link to linkedIn recommendations.

PERMANENT DEVELOPMENT

List the most relevant trainings for the job you are applying for.

EDUCATION

Mention your basic education like your bachelor, master, post master, etc. You can add some important achievements for each.

LANGUAGES

Mark your language skills level for each.

PERSONALITY

List the most relevant personality aspects for the job you are applying for.

PROFESSIONAL EXPERIENCE (detailed description)

List of your former jobs (most recent first)

- **Employer 1 – specified industry type (from – now)**
Short description of the company

- **Function 1 (from – now)**
Short description of the roles & responsibilities

Most important achievements

- **Function 2 (from – now)**
Short description of the roles & responsibilities

Most important achievements

- Etc

- **Employer 2 – specified industry type (from – till)**
Short description of the company

- **Function 1 (from – till)**
Short description of the roles & responsibilities

Most important achievements

- **Function 2 (from – till)**
Short description of the roles & responsibilities

Most important achievements

- Etc

Sales jobs