

Curriculum Vitae Checklist

- ▶ **Title „Curriculum Vitae“**

- ▶ **Personal details**
 - ▶ Name and Surname
 - ▶ Address
 - ▶ Telephone (private, mobile und your number at work)
 - ▶ Private email address
 - ▶ Date of birth
 - ▶ Place of birth and nationality (do you have a valid working permit?)
 - ▶ Marital status, number of children
 - ▶ Photo

- ▶ **Education (month/year until month/year)**
 - ▶ Schools attended
 - ▶ Apprenticeship or studies
 - ▶ Diplomas, school leaving certificate

- ▶ **Further education (month/year until month/year)**
 - ▶ Other schools and courses
 - ▶ Exchange years, time spent abroad
 - ▶ Practicals, work experience gained next to studying
 - ▶ Diplomas, certificates and other reports or certificates

- ▶ **Career (month/year until month/year)**
 - ▶ Jobs and functions
 - ▶ Projects (position, tasks, gained skills)

▶ **IT skills (order according to the standard of knowledge)**

- ▶ MS Office
- ▶ Applications
- ▶ ERP systems
- ▶ Operating systems
- ▶ Programming languages
- ▶ Methodologies
- ▶ Internet

▶ **Knowledge/skills**

- ▶ Languages (written and spoken)
- ▶ Driving license
- ▶ Honours
- ▶ Personality/soft skills

▶ **Other information**

- ▶ Period of cancellation
- ▶ Other activities
- ▶ Hobbies

▶ **Place and date**