

CV (name and surname)

PERSONAL DETAILS

Name: ...
Date of birth: ...
Adress: ...
Mobile: ...
E-mail: ...
Linkedin profile: [Link](#) (klick on 'link' with right mouse button to adjust)



Comment [KW(1):
Including a picture is optional. If you do this, make sure it is a professional one (neutral background, professional clothes, you look straight in the camera, etc.)

PROFILE

<Concisely describe who you are, what your skills are and what you want. No motivation here, this belongs in your cover letter>

EDUCATION

- yyyy – yyyy **Name master**, *Utrecht University, Utrecht*
- Optional: relevant information about your master, for example relevant courses and/or the subject and grade of your thesis.
 - Optional: average grade, if worth mentioning (7.5 or higher).
- yyyy – yyyy **Name bachelor**
Name university / hbo, place
- Optional: relevant information about your bachelor, for example relevant courses.
 - Optional: average grade, if worth mentioning (7.5 or higher).
- yyyy – yyyy **Level of education**
Name high school, place
- Major

WORK EXPERIENCE

- Mm/yyyy – mm/yyyy **Position**
Company name (italic)
Description of your role in one sentence
- Tasks, responsibilities and results
 - Highlight skills used/developed

- Use frequency

Mm/yyyy – mm/yyyy **Position**
Company name (italic)
Description of your role in one sentence

- Tasks, responsibilities and results
- Tasks, responsibilities and results

EXTRACURRICULAIR ACTIVITIES

Mm/yyyy – mm/yyyy **Activity** (e.g. study association / student association / business course / voluntary work)
Description of your role in one sentence

- Tasks, responsibilities and results
- Tasks, responsibilities and results

Comment [KW(2)]: Try to quantify as much as possible. For example: what did you do for how many people with how much money?

Mm/yyyy – mm/yyyy **Activity** (e.g. study association / student association / business course / voluntary work)
Description of your role in one sentence

- Tasks, responsibilities and results
- Tasks, responsibilities and results

Mm/yyyy – mm/yyyy **Activity** (e.g. study association / student association / business course / voluntary work)
Description of your role in one sentence

- Tasks, responsibilities and results
- Tasks, responsibilities and results

SKILLS

- <example>
- < example >
- < example >

Comment [KW(3)]: Only relevant and distinctive skills like an extra language, specific (software) knowledge, extra courses, drivers license etc. Microsoft office for example is not distinctive.

INTERESTS & EXTRA INFORMATION

- Interest
- Interest

Comment [KW(4)]: This information gives an impression of your personality, so think about which information you want to show.