

# Example CV

## Personal Information

**Name:** [Last name], [First name]  
**Mailing address:** [Address + Postal Code + City]  
**Date of birth:** [Date, Month, Year]  
**Nationality:** [Country]  
**Sex:** [Male / Female]  
**Phone number :** [Your (mobile) phone number]  
**E-mail:** [Your (professional) e-mail address]  
**LinkedIn:** www.Linkedin.com/your-page  
**Driving licence:** [For example: B]

## Profile

Give a summary of your drives, competencies and characteristics in a few sentences. A profile is your opportunity to add your personality to your CV, rather than only the facts listed in the rest of your CV.

## Education

List your educational activities, starting with the most recently followed education.

Example layout:

<b>Sep. 2014 – Sep. 2018</b>	[Name of study programme, name institution] Specialisation: ... Most important courses: ... Title/subject thesis: ... (Expected) date of graduation: ...
<b>Sep. 2010 – Sep. 2014</b>	[Name of bachelor programme, name institution] (You may choose to add subjects and grades if they are relevant)

## Work Experience and internships\*

List up your work experience, starting with the most recent (and possibly most relevant) work experience.

Example layout:

<b>Oct. 2015 – present</b>	[Employer + location] Function: ... Tasks: [brief explanation of your responsibilities including number of hours a week]
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Please note! If you already have a lot of work experience and/or your last educational activities were some time ago, you can choose to put work experience before education.

## Publications

When applying for an academic or research position you may wish to include your publications. Either add the most important ones and state that a full list is available on request, or include all publications in an attachment. Make sure you do not overcrowd your résumé.

## Extracurricular Activities

List up your extracurricular activities. These activities can relate to either education, work or your hobbies.

Example layout:

<b>Oct. 2016 – July 2018</b>	[Activity] Function: ... Tasks: [Brief explanation of your responsibilities]
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## Skills

List up your skills. The skills-section often includes knowledge of languages and (job specific) operating systems. Try to indicate your proficiency in the particular skill.

Example layout:

## Languages:

Dutch	Mother tongue
English	Fluent in reading, writing and speech

## Computer skills:

Ms Office	Expert
SPSS	Moderate

## Certificates

List the obtained (and relevant) certificates. These certificates can also include ones obtained from courses you followed in your free-time or during studying or work.

## Interests or key competencies

Use this section to give a more complete picture of yourself as a person. You can do this by either listing your interests or listing your key competencies.

*\*References upon request*