Curriculum vitae

Personal Details

Name: [First Name] [Last Name]

Adresse: Streetname 1, 23456 [City]

Mobile Number: 0123-4567810122

E-Mail-Adress: [your munich business school email]

Date of Birth: 26. August 1985 in [Stadt]

Nationality:insert

Visa Status: insert Visa status (include right to work as intern)

Education

04/2009 – now *Study of [name of degree program] at [name of university] [city]*

[*insert City/Country] expected graduation 04/2012: Bachelor of Science*

11/2007 – 4/2011 Study of [name of degree program] at [name of university] [

[*insert City/Country]* Nebenfach [Name des Fachs], Concentrations:

 Degree: Bachelor of Arts (grade 1,47 (use the German grading system: 1=very good, 2=good, etc.); best 10% of graduates, or something similar )

09/2009 – 07/2010 *Study abroad of [name of subjects] at the [name university] [city]/[country]*

09/2008 – 11/2009 *Summer courses in the field of [name of subject] at [name of university] [city]/[country]*

 *Areas of specialization: [Specification of specializations]*

School Education

09/1997 – 07/2008 Achievement of the Abitur at [name of Hight School] [city],

*[city]/[country]*

Praxiserfahrung

07/2010 – heute *Title of Position [Name of Company] [city]/[country]*

* Description of your tasks and achievements (e.g. Assisted in planning and implementation of…)
* Organized….

03/2009 – heute *Working Student [[Name of Company] [city]/[country]*

* Analyzed data…
* Developed reports…

09/2008 – 11/2010 Internship *[[Name of Company] [city]/[country]*

* Analyzed data…
* Created..
* Solved…

Personal Interest, volunteer work

10/2007 – heute *Board member of the (name of association/voluntary organization)*

* Independent organization of discussion and lecture series

2004 – 2009 Supervisor Youth Camp

1998 – 2003 Youth manager of the table tennis department of the [name of the club]

Interests/Hobbies Non-fiction (especially political theory), design, modern history, Sport (Table Tennis, Basketball)

Additional qualifications

08/2010 – heute Online-Scholarship at e-fellows.net

10/2009 – 04/2010 Scholarship DAAD (add information)

Language Skills English (fluent), IELTS-Test Score 8,0, C2 Level

 French (Advanced Knolweldge)

 German (beginner), A1 level

Sonstiges good MS-Office Skills