

**First Name Surname**

**ADDRESS**

**CITY**

**TELEPHONE**

**E-MAIL**

**Introduction. Professional Profile:**

[A brief statement highlighting your skills and experience relevant to the position for which you are applying].

**1. Work Experience:**

[Name of Position]

[Company Name], [Location]

[Dates of Employment]

**Description of responsibilities and accomplishments.**

[Name of Position]

[Company Name], [Location]

[Dates of Employment]

**2. Education:**

[University Degree]

[Name of University], [Location]

[Year of graduation]

**3. Skills:**

List of skills relevant to the position, for example:

Languages

Software

Technical skills

Soft skills

References or letters of recommendation from other jobs.