**CV**

**Name**

Social security number

Address

Phone number

Mailing address

**Strengths:** Briefly highlight what you have to offer that could be useful in the job you are applying for.

**Job experience: Time period (start with the last job)**

 **Company**

Brief job description

**Time period**

 **Company**

Brief job description

**Edubation: Time period (start with the last education)**

 **School**

Degree/ course of study

**Time period**

 **School**

Degree/ course of study

**Courses:**  **Time period**

 **Course**

Brief description

**Language skills:** What language do you speak, write and, read and how well

**Computer skills:** How are your general computer skills. Which programs do you know

**Hobbys:**

**Recommenders:** Name, workplace, phone number