

ADD A
PRESENTABLE
PICTURE OF
YOURSELF

DATA/INFO

NAME

ADDRESS

PHONE NUMBER

MAIL ADDRESS

LINKEDIN

AGE

NATIONALITY

WRITE 5-7 LINES ABOUT
WHO YOU ARE, WHAT KIND
OF INTERNSHIP YOU ARE
SEARCHING FOR + YOUR
GOALS FOR THE INTERN-
SHIP AND YOUR CAREER
DREAMS FOR THE FUTURE.

WRITE A CATCHY HEADLINE FOR YOUR CV

EDUCATION

CURRENT EDUCATION, YEAR START-END
SPECIALIZATION

PREVIOUS EDUCATION, YEAR START-END

HIGH SCHOOL, YEAR START-END

MY FAVORITE SUBJECTS

↗ SUBJECT 1

↗ SUBJECT 2

↗ ...

PROJECTS ECT.

PROJECT TITEL: PROBLEM + SOLUTION

WORK EXPERIENCE

TITLE/JOB POSITION

WORK PLACE + YEAR

↗ TASK 1 (EX SALES)

↗ TASK 2 (EX UPDATING SOCIAL MEDIA)

↗ ...

COMMENT ON THE SKILLS YOU HAVE USED AND LEARNED IN THIS JOB

TITLE/JOB POSITION

WORK PLACE + YEAR

↗ TASK 1 (EX SALES)

↗ TASK 2 (EX UPDATING SOCIAL MEDIA)

↗ ...

COMMENT ON THE SKILLS YOU HAVE USED AND LEARNED IN THIS JOB

LANGUAGE SKILLS

REMEMBER BOTH SPOKEN AND WRITTEN

ENGLISH: MOTHER TONGUE

GERMAN: FLUENT/HIGH LEVEL/ADVANCED/
KNOWLEDGE/BEGINNER

DANISH: FLUENT/HIGH LEVEL/ADVANCED/
KNOWLEDGE/BEGINNER

OTHER LANGUAGES: FLUENT/HIGH LEVEL/
ADVANCED/KNOWLEDGE/BEGINNER

IT SKILLS

DIVIDE EACH SKILL INTO LEVEL

EX IN-DESIGN: BEGINNER

EX ILLUSTRATOR: SUPER USER

EX MAILCHIMP: DAILY USE

EX CODING: ADVANCED

HERE YOU CAN MAKE A BOX,
WHERE YOU TELL IF YOU
HAVE A DRIVERS LICENCE.
YOU CAN ALSO WRITE THE
CONTACT INFORMATION FOR
ANY REFERENCES OR WRITE
YOUR GRADES

VOLUNTEER

VOLUNTEER AT ... (EX WWF)

📌 TASK 1 (EX ATTRACT MEMBERS)

📌 TASK 2 (EX FEEDING ANIMALS)

📌 ...

COMMENT ON WHICH SKILLS YOU HAVE USED AND LEARNED AND WHY YOU
WERE A VOLUNTEER AT THIS PLACE

COURSES

COURSE, EX FACEBOOK ADVERTISING

PROVIDER (EX HK) + YEAR

📌 TOPIC THAT HAS BEEN REVIEWED

📌 TOPIC THAT HAS BEEN REVIEWED

📌 ...

COURSE, EX IN-DESIGN

PROVIDER (EX HK) + YEAR

📌 TOPIC THAT HAS BEEN REVIEWED

📌 TOPIC THAT HAS BEEN REVIEWED

📌 ...

PRIVATE/SPARE TIME

WRITE ABOUT WHO YOU ARE IN PRIVATE. MAYBE YOU TRAVEL A LOT,
ARE TEACHING OTHERS IN KARATE ETC. REMEMBER TO WRITE WHY.
WHY DO YOU TRAVEL A LOT? DO YOU LIKE SEEKING INSPIRATION IN THE WORLD
AND BRING BACK TO YOUR OWN WORK PROJECTS?

"I HAVE TRAVELED A LOT IN CHINA. THEREFORE I KNOW THE CHINESE CULTURE
AND CAN USE THAT SKILL, WHEN I AM HAVING CHINESE CUSTOMERS IN MY
FUTURE JOB POSITION"