Curriculum vitae

Personal

Name: [first name] [last name]

Address: Musterstr. 1, 23456 [city]

Mobile: 0123-4567810122

E-mail address: [first name].[last name]@mail.com

Date of birth: 26 August 1985 in [city]

Nationality:German

Study

04/2009 – today *Studied [name of degree programme] at [name of university] [city].*

 Expected graduation 04/2012: Bachelor of Science

11/2007 – 4/2011 *Study of [name of degree programme] at [name of university] [city].*

 Minor subject [name of subject], focal points: [specify focus]

 Degree: Bachelor of Arts (grade 1.47; best in the year)

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

 at [name of subjects] [city]/[country]

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

 Areas of focus: [specify areas of focus]

School education

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

Performance subjects: [specify subjects]
several exchanges with [name of school] [city]/[country]

Practical experience

07/2010 – today *Assistant at [company name] [location]*

* Director and speaker supervisor at the annual "[Conference]"
* Assistance with planning and implementation

03/2009 – today *Student trainee as [position] at the [company] [city].*

* Project-accompanying preparation of analyses and scenarios
* Researching and writing ad hoc reports and statements
* Particularly in projects in the energy and financial sectors, in the administration and transport industry

 *Bachelor student with in-house theoretical-analytical thesis*

Topic: "[Thesis topic]" (grade 1.0)

09/2008 – 11/2010 Intership at [Name] [City]/[Country]

* Assistant in the administration and student support department with the development of a human resources database and the creation of training courses and information brochures.

Social commitment & interests

10/2007 – today *Board member of the [name of the association]*

* Independent organisation of discussion and lecture series

10/2006 – 10/2007 *Voluntary social year with [name of the association], [city]/[country].*

* Assisted living with mentally ill and schizophrenia patients
* Independent daily organisation of patients and creation of free supportive and challenging units

2002 – 2006 *Board member (treasurer and 1st assessor) in the [name of the association].*

* Representatives of the youth centre at community foundations, local and municipal council meetings
* Responsible for the preparation, implementation and follow-up of events
* Organisation of internal trainings and seminars of the association

2004 – 2009 Supervisor of the Pentecost camp of the [name of the association].

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

Interests Non-fiction (especially political theory), design, modern history,

 Sports (especially table tennis and basketball)

Additional qualifications

10/2009 – 04/2010 DAAD scholarship to study abroad at [name of university].

 in [city]/[country] within the framework of the "Promos" scholarship ^ programme

09/2008 – 12/2008 Short-term scholarship from the DAAD for my further education at [name of college] in [city]/[country].

Language skills German (mother tongue)

 English (fluent written and spoken), IELTS test score 8.0

 French (advanced), 1st level of DELF diploma

Divers MS-Office knowledge (continuing education course), training and

Seminar certificates on youth development and team building, driving licence class B