

CURRICULUM VITAE: KEY CONTENT & SAMPLE

Lebenslauf							
<p>Name and date of birth</p> <p>If a COVER SHEET is used, no photo or address will be included here.</p> <p>Nationality</p> <p>School education: Start your list with the last school you attended and continue in reverse order</p> <p>Professional experience and periods of work placement / open-door events</p> <p>Knowledge and skills of relevance for the post</p> <p>Hobbies and other activities</p> <p>City, Date and personal signature</p>	<p>Zur Person</p> <p>Name: Ewald Bacher</p> <p>Geboren am: 18. März 1996 Geburtsort: Salzburg</p> <p>Adresse: Bahnhofstraße 18 5020 Salzburg</p> <p>Telefon: 0662/55 44 5 E-Mail: e.bacher@gmx.xx</p> <p>Staatsangehörigkeit: Österreich</p> <p>Schulbildung</p> <table border="0"> <tr> <td>2010 – 2011</td> <td>Polytechnische Schule Salzburg</td> </tr> <tr> <td>2006 – 2010</td> <td>Hauptschule Anif</td> </tr> <tr> <td>2002 – 2006</td> <td>Volksschule Anif</td> </tr> </table> <p>Praktika</p> <p>Schnupperwoche bei der Salzburger Sparkasse</p> <p>Besondere Kenntnisse</p> <p>Kenntnisse in Microsoft Word und Excel Internet: Funktionsweise, Informationsbeschaffung</p> <p>Freizeitinteressen</p> <p>Tennis, Fußballspielen, Lesen, mit dem Computer arbeiten</p> <p>Salzburg, 30. August 2011</p> <p><i>Ewald Bacher</i></p> <div style="border: 1px solid black; width: 100px; height: 100px; margin-left: auto; margin-right: auto; text-align: center; line-height: 100px;">Foto</div>	2010 – 2011	Polytechnische Schule Salzburg	2006 – 2010	Hauptschule Anif	2002 – 2006	Volksschule Anif
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NOTES:

- ▶ The names and job titles of parents and siblings are generally **no longer** specified in CVs (this used to be common practice in applications for a training place).
- ▶ If you have professional experience you can specify in your CV, you start the list with the most recent activity (the last one you had) – as in the case of school education – and continue in reverse chronological order.
- ▶ If you have completed further education or training (VET school or college, tertiary study, apprenticeship, etc.) you don't need to specify your compulsory school education.
- ▶ Examples of **detailed CVs** (in German) can be found at <http://www.europass.at/article/articleview/82/1/2> (In English: <http://www.europass.at/article/articleview/82/1/2/?swlang=en>)