|  |  |
| --- | --- |
| **<Role / Title>**  **<Forename Surname>**  Born: <year>  **Contact information:**  Telephone: <telephone number>  Address: <street address>  <street address continued>  E-mail: <e-mail address> | <Picture> |

|  |
| --- |
| Summary |

<Here you write a consolidated summary about yourself and your experiences. Write about your expertise, industry experience, your main assignments and personal qualities in a consultant role. The text should be about 10 - 20 lines long.>

|  |
| --- |
| Assignment history |

*<Here you write about your assignments. They should be in chronological order with the most recent assignment at the top. It is important that you include five things:*

* *Name of the company*
* *Date*
* *Your role*
* *Assignment description*
* *Technical environment*

*Below you will find a template example which you copy and fill out for each item in your own history. Note! Please remove this instructional text when finished writing your CV.>*

yyyy-mm – yyyy-mm **<company name>,** <city/location>

<title / position>

<Assignment description>

**Technical environment / role / tools:** <tools, operating systems, development environments, programming languages, roles, tasks, keywords>

*Example:*

2009-06 – 2011-07 **Big Company Inc.,** Gothenburg, Sweden

Project Manager

I worked as a project manager for a migration project involving changing the client platform from Microsoft Windows XP to Windows 7. I took part in the pre-study phase and became, based on my knowledge of the project requirements and scope, assigned to lead the migration. The project involved analyzing requirements from the different departments of the company and its end users and included investigating, evaluating and designing technical and operational solutions to perform the migration. The project was very successful and was completed on time.

**Technical environment / role / tools:** Windows 7, migration, project management

|  |
| --- |
| Skills, techniques & methods |

*<Here you write about technologies, systems, tools and methodologies that you have experience with. Please divide them into subcategories. Examples below:>*

**Methodologies:**

* ITIL
* Scrum
* Enterprise Architecture
* TOGAF
* RUP

**Tools:**

* Visual Studio

**Programming languages:**

* C / C++
* C#
* Java

**Databases:**

* Oracle
* LDAP
* Microsoft SQL

**Infrastructure:**

* MSI packaging
* Network administration
* Microsoft Active Directory
* Microsoft Exchange
* Microsoft Office
* Windows 7
* Windows XP

**Miscellaneous:**

* Project management
* Documentation

|  |
| --- |
| Education |

*<Here you write about your educations with the latest education at the top. Examples include bachelor’s degree, master’s degree and other longer educations which are not a single course. It is important to include the following information:*

* *When the education took place (start and finish)*
* *The name of the education*
* *Which school you attended*
* *The city and country of the school*

*>*

yyyy-mm – yyyy-mm **<Education>**  
 <School, city, country>

*Example:*

1996-08 – 1999-06 **Computer Scientist**  
 Linköping University, Norrköping, Sweden

|  |
| --- |
| Courses |

*<Here you write about the courses you have attended with the latest course at the top. Examples include* ***Introduction to Java programming****. It is important to include the following information:*

* *When the course was completed*
* *The name of the course*
* *Which school/organization you attended*
* *The city and country of the school/organization*

*>*

yyyy-mm **<Course>** <School, city, country>

|  |
| --- |
| Certifications |

*<Here you write about the certifications you have earned with the latest certification at the top. Examples include* ***ITIL v3 Foundation****. It is important to include the following information:*

* *When the certification was received*
* *The name of the certification*

*>*

yyyy-mm **<Certification>**

|  |
| --- |
| Language |

*<List the languages that you know and to what extent where examples of the extent may be:*

* *Mother tongue*
* *Fluent*
* *Medium (6 years studies + 2 years stay in the country)*
* *Basic (2 years studies)*

*>*

*Examples:*

Swedish Mother tongue

English Fluent

French Medium (6 years studies and use within the family)

|  |
| --- |
| Personal |

<You can, for example, write about your personal qualities, interests, family relationships or anything else that might be interesting.>