

Template for a chronological CV

Heading: CV or Curriculum vitae

Personal data: (you can also insert this into your page header)

Name
Address
Phone number
E-mail address

Personal profile:

Brief description of relevant professional and personal skills and experiences.

Education:

List and describe in detail your degrees and the courses you have completed/are currently taking, starting with the most recent. Indicate by year only (not months or dates).

[period] *[name of institution, city, country, level of studies, content and primary competencies gained. Indicate if it's a programme that you're currently enrolled in]*

[period] *[same as above for previous degrees/courses]*

Work experience:

List and provide a concise description of previous jobs. Start with the most recent.

[period] *[employer, city, country, job title, areas of responsibility and primary competencies gained]*

[period] *[same as above for other relevant jobs]*

International experience:

Brief description of your international job and/or education experience.

Language proficiency:

Describe your language proficiency in detail. Remember to indicate your mother tongue and the level of your Danish proficiency. List your level of written and oral proficiency in each language. Mention here if you are attending a Danish language course.

IT skills:

List the IT programmes you are familiar with, indicating your level of proficiency (for example, 'beginner', 'proficient user', 'advanced user').

Other relevant information:

Close the CV by listing your recreational interests and/or family status. Such details help to give the employer a more rounded view of who you are. Be specific and use examples that are interesting for the reader. They may help break the ice during the informal part of the interview.