

# The CV

## THIS PART SPARKS MANY OPINIONS – HERE'S OURS

Page 1 should be an appetizer and should be usable on its own without the other pages.

- Briefly describe your competencies, both professional and personal. If this CV is for a specific job, tailor this section accordingly.
- List the jobs you have had, i.e., your career so far. Remember to include the month and year for the start and end of each job, as well as the job title and company name.
- Include your education, significant courses, and further training. Remember to mention the years and duration of each education.

Page 2 – X

- Expand on your job roles with Responsibilities and Achievements, and maintain this style throughout the rest of your CV.

Personal details such as playing football or having a dog are best left out. Your CV should only include information that helps secure you an interview.

Basic details like phone number, email, name, and address should be included in the "Header" and appear on all pages.



# CONTENT OF THE CV

PAGE 1


In the header, include your address and contact details such as mobile number and email.

Here, write a brief introduction about yourself, specifically addressing the job you are applying for. Include personal and professional competencies, along with a pitch on why YOU are the right candidate for the job.

List the jobs you have had—your career so far. Remember to include the month and year for the start and end of each job, as well as the job title and company name.

Include your education, significant courses, and further training. Remember to mention the years and duration of each education.

I header skriver du din adresse og dine kontaktdata som mobil og email.

DIT NAVN 

Her skriver du lidt om dig selv og noget som er direkte adresseret til det job som du er i spil til. Personlige kompetencer og faglige kompetencer og en pitch på hvorfor DU er den rigtige til jobbet

Bla bla bla bla bla bla bla bla bla  
bla bla

Her skriver du de jobs du har haft, din karriere indtil nu. Husk at skrive måned og år på start og slut på hvert job, og skriv titel og firmanavn

Bla bla bla bla bla bla bla bla bla bla bla  
Bla bla bla bla bla bla bla bla bla bla  
bla bla

Her skriver du den uddannelse du har samt væsentlige kurser og efteruddannelse, husk årstal og varighed af uddannelsen

Bla bla bla bla bla bla bla bla bla bla bla  
Bla bla bla bla bla bla bla bla bla bla  
bla bla