

Template for a skill-based CV

Headline:

CV or Curriculum Vitae

Personal data:

(you can also insert this into your page header)

Name

Address

Phone number

Email address

Personal profile:

Brief description of the professional and personal skills and experiences that are relevant for the job.

Professional competencies:

Describe the skills that are most relevant to the job that you are applying for. Use sub points to expand on these. Be as specific as possible and feel free to use examples.

[Core competency]

[Sub points that describe this competency in order of priority, starting with the most important first]

...

[Second core competency]

[Sub points that describe this competency in order of priority, starting with the most important first]

Language proficiency:

Describe your language proficiency in detail. Remember to indicate your mother tongue and your level of 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 that you are familiar with, indicating your level of proficiency (for example, 'beginner', 'proficient user', 'advanced user').

Education:

List the degrees and/or courses you've completed that are relevant to the job you are applying for. Use a chronological structure, starting with the most recent:

[period]

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

...

[period]

[same as above for previous degrees/courses]

Employment history:

List jobs you've had in chronological order, starting with the most recent.

[period]

[name of company, city, country, job title]

...

[period]

[same as above for other jobs]

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.