



NAME SURNAME

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PROFESSIONAL GOAL

A brief statement outlining why you are applying for the position, highlighting relevant skills, experience, and industry-relevant competencies. Mention language proficiency and key soft skills. 2-5 sentences is enough. Make sure to only write about the relevant for the position skills and qualities you have.

WORK EXPERIENCE

Job Title, Company Name **Dates of Employment**

- Achieved results by performing actions.
- Demonstrated the skill in the following context.
- Organised event/task, resulting in the positive outcome.
- More details about your role at the position and achieved results.
- Add numbers and brief factual statements.

Job Title, Company Name **Dates of Employment**

- Follow the given example in the first work experience section.

Job Title, Company Name **Dates of Employment**

- Follow the given example in the first work experience section.

EDUCATION

Degree, Specialisation **Dates of Attendance**
Institution Name

- Relevant coursework.
- Achievements related to studies.

Degree, Specialisation **Dates of Attendance**
Institution Name

- Follow the given example.

ADDITIONAL INFORMATION

- **Technical Skills:** Write relevant skills that might be important for the position, such as knowledge of required technical system, operational framework and more.
- **Languages:** Mention your languages and levels of knowledge (C1, B1, IELTS, etc.)
- **Certifications:** If you've received certifications, this is where you can mention them.
- **Awards/Activities:** Write about your professional achievements, that you did not mentioned before, which can show your ability to go beyond given role and grow.