Step 1: Write your personal details (name, address, date and place of birth, nationality)

Do not include a photo of yourself!

**Curriculum Vitae**

**Personal details**

Name Nancy Prylla

Address Neukaufstr. 7

50667 Köln

Step 2: Write down information about your education and work experience. Write down the years you’ve spent in these fields in reverse chronological order!

Tel. 0202 87651

Email: nancy.prylla@hotmail.com

**Date of birth** 7 September 1998

Place of birth Köln, Germany

Nationality German

**Education and training**

2016- Berufskolleg Barmen Europaschule,

Final examination: Fachhochschulreife (examination enabling student to enroll at a polytechnic university) Management specializing at foreign languages

2015-2016 Realschule Neue Friedrichstr., secondary school

2010-2015 Realschule im Feytal, secondary school

2008-2010 Primary School, Mechernich

2006-2008 Primary School, Ronsdorf

Step 3: Explain what you did while doing your work experience.

**Work Experience**

2015 three-week work placement as a hair stylist

**Languages**  German and Polish (mother tongue), English (good), French (fair)

Step 4: Also you should mention your language and computer skills. Lastly mention your interests (they should fit in with the job/work placement you’re applying for)

**Computer Skills** Excel, PowerPoint, MS Word

**Interests** cooking, reading

You don’t sign your CV! Your CV should be no more than two pages long.

***You can get more writing tips:***

<https://www.thebalance.com/cv-samples-and-writing-tips-2060349>

<http://www.wikihow.com/Write-a-CV-%28Curriculum-Vitae%29>

<https://www.reed.co.uk/career-advice/how-to-write-a-cv/>