

**Bitte beachten Sie: Alle Angaben in Kursivschrift sind Beispiele und müssen gelöscht werden, bevor Sie Ihre eigenen Angaben eintragen!**

## Curriculum Vitae (CV)

### Personal details

Full name (surname in capital letters): *Hans Mustermann*

Address (street, house number): *Musterstr. 111*  
(postal code, town) *1234 Musterstadt*  
(country) *Germany*

Email address: *H.Musterman@xyz.de*

Telephone number: *0049 / 123 / 123456*

Mobile: *0049 / 123-123456*

Date of birth: *01.01.1956*

Nationality: *German*

Marital Status: *married*

Number and age of children  
belonging to your household: *2 children: 5 and 10 years*

Hobbies and interests: *football, films, photography*

Driving license: *B (passenger cars)*

Knowledge and level of languages: *German: native-speaker*  
*English: fluent*  
*French: good*  
*Russian: basic*

Military Service: *1976 – 1977*

### Professional qualifications

Year - year	Educational Institute	subject	Diploma
<i>1972 - 1976</i>	<i>Vocational School</i>	<i>machine-fitting</i>	<i>journeyman's certificate</i>
<i>1990 - 1992</i>	<i>Technical College</i>	<i>production engineering</i>	<i>Engineering Technician</i>

### Other training and qualifications

From - until	Training institution	qualification gained
<i>1977 (2 weeks)</i>	<i>Training Centre</i>	<i>certificate in CNC technology</i>

### **Professional experience** (starting with present employment)

- year - present
- position held:
- employer, type of business and location:
- Duties:
- Machines involved:
  
- 2001 - present
- Project engineer
- Messrs. XYZ, automobile suppliers, Musterstadt
- Responsible for and supervision of the assembly and commissioning of production machines for the manufacture of interior car fittings,, including time-keeping. Supervision of the manufacture, trouble-shooting, reporting back to the Project Manager.
  
- 1992 . 2001
- manufacturing developer
- Messrs. ABC, engineering manufacturers, Musterstadt,
- design of consoles for the aviation and automobile industries
  
- 1977 – 1990
- machine-fitter
- Messrs. KLM, Musterstadt,
- production engineering: maintenance and repair of production machines. After five years I was put in charge of training the unskilled workers.
  
- 1972 – 1976
- vocation training
- Messrs. PQR, Musterstadt
- General introduction to engineering processes as prescribed for the journeyman's certificate

### **Special skills and competences:**

### **References:**

(names and addresses of two persons, who are willing to give information on your professional qualifications and capabilities)