CV-Online

Businesslike photo (optional)

NAME SURNAME

Address:
Mobile:
E-mail:

About me:

Short summary about your experience in specific fields, gained knowledge during employment, your skills and strengths.

Work experience:

POSITION
"Company name" / from mm.yyyy till mm.yyyy (or till present)

Information about company (business industry, main products/services, company size, number of employees).

Main job responsibilities:

- *Main tasks and responsibilities*
- *Other important information/experience*

Education:

DEGREE, EDUCATION LEVEL
Name of educational institution / from mm.yyyy till mm.yyyy (or till present)
Faculty, speciality

Additional education:

COURSE NAME / CERTIFICATE
Name of educational institution / from mm.yyyy till mm.yyyy (or till present)

Language skills:

	Speaking	Understanding	Writing
Latvian	native	native	native
English	fluent	fluent	fluent
Russian	proficient	intermediate	elementary

Computer skills: *e.g., MS Office (Word, Excel, PowerPoint, Outlook)*

Other skills: *e.g., data analysis, knowledge in project management*

Strenghts: *e.g., good communication skills, high self-motivation*

Drivers licence: *e.g., B category (from yyyy)*

Interests: *e.g., self-development, reading books, travelling*