

NAME SURNAME

City, Spain · +34 600 000 000 · name.surname@email.com · linkedin.com/in/yourprofile

PERSONAL STATEMENT

[2-3 lines: your professional identity, years of experience, key specialisation and what you bring. Example: "Customer service specialist with 4 years' experience in fast-paced retail environments, skilled in complaint resolution and POS systems. Seeking to bring proven service metrics to an international team."]

WORK EXPERIENCE

[Job title] — [Company], [City, Country] | [Month Year] – [Month Year]

- [Achievement with action verb + measurable result: managed, developed, achieved, reduced + figure or %].
- [Second relevant achievement or responsibility].

[Previous job title] — [Company], [City, Country] | [Month Year] – [Month Year]

- [Achievement with measurable result].

EDUCATION

[Degree — do not translate official titles literally; add explanation] — [University] | [Year] – [Year]

- [e.g. "Grado en ADE (Spanish 4-year degree in Business Administration)"].

SKILLS

- Technical: [tools and software you actually master].
- Languages: Spanish (native) · English ([CEFR level + certificate]) · [other].

ADDITIONAL INFORMATION

- [Certifications, volunteering, publications — only if relevant. Do NOT include: photo, date of birth, ID number or marital status.]

Tip: delete this tip before sending. UK: "CV", up to 2 pages. US: "resume", 1 page. Never include a photo, age or ID number. Save as PDF (Name-Surname-CV.pdf). Free template by cvtojob.com