



Create your CV

An overview of your career, your experiences and your education.

Use a template

- Templates help structuring your CV, making it easier for an employer to read through. Templates can be found here:

- <https://europa.eu/europass/en>
- <https://www.canva.com/templates/?query=cv&pricing=FREE>

Work experience

- Describe your work experience. Tell only what can be relevant for a new employer and be concise in your language

Skabelon: Word

WORK EXPERIENCE

YEAR 20XX-20XX

TITEL, COMPANY

Describe your responsibilities and tasks in relation to their importance and achievements.
Use examples, but keep it concise.

YEAR 20XX-20XX

TITEL, COMPANY

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Education

- Describe your education. Which capabilities have you accuired and what topics have you immersed yourself in?

Skabelon: Word

EDUCATION



YEAR

EDUCATION, INSTITUION

It's okay to brag about your grades, awards and honors. You are also welcome to summarize your exam papers.

YEAR

EDUCATION, INSTITION

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Other experiences and volunteer work

- Have you worked as a volunteer or do you have interests that can make you stand out to an employer?

Skabelon:

Word QUALIFICATIONS

- Mention your strengths that are relevant to the position you are applying for
- One of your strengths
- One of your strengths
- One of your strengths

ACTIVITIES

Use this section to highlight your relevant interests, activities, and how you'd like to give back. It's good to include experience with management and volunteering here. Or highlighting special things, such as publications, certifications, languages, and more.

Translate your CV to Danish or English

- Reach out to your network. Do you know anyone who might be able to help you translate.
- Use online tools with care.
- Use EUROPASS to create CV's in multiple languages.



Public Capacity