

Photo only
on Polish CV/
for Polish
employers/
optional

YOUR NAME HERE

Telephone

Email

Place of residence

EDUCATION

date/started – present

Your Degree/Diploma/Certificate and grade obtained or expected

date/started – date/finished

The school/university you attended

- *Relevant/Final year/Core modules:* Module/Project name: explain briefly why it's relevant (optional), what you learned, and why you can use this module/project in the role in question.
- If you did a technical degree, mention any modules that involved specific software or programming languages that might impress the employer you are applying to.

PROJECTS {Academic, Industry, Marketing, etc.}

date/started – present

Project name, goal of the project, results, computer or other techniques used.

date/started – date/finished

TECHNICAL SKILLS/COMPUTER SKILLS

This section is optional, but very important for sectors that require specific skills (e.g. IT, analytics, engineering etc.). If previously mentioned in education or work experience sections, mention these here too; if self-taught, mention in brackets. Programming Languages, Operating systems, Tools & Technologies, Databases, Protocols and Others.

- Proficient in: Excel: pivot tables, macros
SQL: created a database for the poker society
- Intermediate level: HTML & CSS (self-taught): built a website using WordPress for student research group

PROFESSIONAL QUALIFICATIONS/CERTIFICATIONS AND ACCREDITATIONS/COURSES AND TRAININGS

Training and certification. If you have taken professional development and training courses, list them here.

{OTHER} SKILLS

If the job/industry requires technical skills, see above, and then change this to OTHER SKILLS.

- If not essential for your sector, include your skills here. Start with the skills most relevant for the role.
- Use this section to mention any languages you speak or to add that you have a driving licence.
- If you don't have a technical skills section, you may mention here what software packages you can use here (e.g. Word, Excel).

MEMBERSHIPS/AWARDS

- *If you've won awards related to your career or jobs you're applying for, consider putting them here.*

EMPLOYMENT HISTORY/WORK EXPERIENCE

List in **reversed chronological order**, include position details and dates; Work History; Academic Positions, Research and Training

04.2018 – present	Company Name, Location Role Title Key responsibilities; Key achievements/projects
01.2017 – 03.2018	Company Name, Location, Role Title , Key responsibilities; Key achievements/projects

ADDITIONAL INFORMATION/ADDITIONAL EXPERIENCE/EXTRACURRICULAR ACTIVITIES

*This section is optional. Use it if you have work experience in **non-sector relevant areas, such as part-time jobs**. Make sure to present them in a way that shows off why you are employable: what you learned, worked in a team, worked towards sales targets or had impressive responsibilities etc.*

date/started – date/finished **Employer Name**, Job Title, Location (optional)

Just mention the core aspects of the role, and as many of your past roles as you can fit in (e.g. retail, bar work etc.)

*Use this optional section (could also be split into two and moved further up the CV if very relevant to the job) to speak about any **achievements/positions you've held within societies, clubs, sports teams and even volunteer projects**. They can be mentioned briefly to give an outline of your personality, or if relevant to the job/sector, write some brief bullets on each position held:*

- Leadership Experience: 2 years as Captain of my University Basketball Team, during which time we won the league twice.

INTERESTS

This section is to show the reader you have a life! Do not simply say, for example, 'books'; use this space to explain why your interests make you more employable:

- Do not simply list things: If you like swimming, say you love swimming because you like to keep fit.
- Remember to mention achievements, then try and relate them to the job you are applying for.

According to the RODO, employers indicate what clause should be included in the CV sent to them, so always check what information the employers ask in job advertisements and put such information in your CV. The consent clause we provide below is exemplary and employers may request the candidate to include other information / consents in the CV to participate in recruitment processes. In this case, keep the full wording of the clause in the recruitment notice in your CV.

Example clause:

I agree that my personal data will be processed by (company name) in order to recruit for the position I am applying for. /

I agree to the processing by [insert name of the employer indicated in the job advertisement] personal data contained in my CV or other documents attached to the CV (my recruitment application), for recruitment purposes to the position indicated in the job advertisement.