**EXAMPLE CV**

**First name, family name**

Mail: [e-mail@e-mail.com](mailto:e-mail@e-mail.com) phone: +49 30 5256452 mobile: +49 177 6253526

**DO NOT COPY THIS TEXT!!!**

Being an outgoing individual with work experience in business administration, I am looking for a placement in a British company in order to enhance my professional skills and improve my command of English. Having gained 18 months experience in a company in the field of event management, I would like to broaden my horizon and dedicate my strong motivation to this unique opportunity.

**Education**

September 2010 – present **Thomas-Mann-Berufskollege (Vocational School), Berlin, Germany**   
*3 years course in business administration*

* Customer Service
* Event Management
* Controlling
* Civics
* International Trade

**Internships**

September 2010 – present **Bocht Event Management, Berlin, Germany** *3 years training in business administration  
 Specialised in event management*

* Appointing meetings; I had to organise meetings through our intern information system.
* Database management; I had to update Excel queries with new information
* Managing incoming and outgoing invoices; I had to create the invoice and then send it to my manager to check it.
* Marketing assistance; I created a Facebook page and updating it with news.
* Market research; I searched for new clients on the internet.
* Customer Service; I dealt with incoming calls and forwarded them to the right person.
* Give as many examples you can of what you do and how you gained professional experience

**Work experience**

September 2009 – present **Restaurant Bella Italia, Berlin, Germany** *Catering (side job)*

* Servant; as a served I serve food to my guests.
* Payments; I also responsible for the payments
* Give as many examples you can of what you do and how you gained professional experience

September 2008 – 2009 **Lidl, Berlin, Germany** *Re-stocker of shelves (side job)*

* Re-stock the shelves; Keeping the stock full for costumers.
* Costumer service; I helped costumers with their specific needs.
* Cashier; I helped costumers during payments.
* Give as many examples you can of what you do and how you gained professional experience

**Internships**

**Languages**

German Native speaker

English Intermediate

French Beginner

**Interests**

Stock markets, Travelling, organising events, sports, socialising