

**First name**  
**Last name**

**Address:**

Street 00, Zipcode City Country

**Date of birth:**

00.00.0000

## Work Experience (from last 5 years – no more!)

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Starting date – end date

**Company name**

- Position title – secretary, sales representative, etc.
- Country, city
- Tasks performed/responsibilities

Starting date – end date

**Company name**

- Position title – secretary, sales representative, etc.
- Country, city
- Tasks performed/responsibilities

## Previous Education

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Starting date – date of graduation

**Name of institution**

- Graduation certificate – high-school diploma, Bachelor's degree, etc.
- Country, city