

****CV Template Example****

[Your Name]
[Your Address]
[City, Zip Code]
[Your Phone Number]
[Your Email Address]
[LinkedIn Profile URL] (optional)

****Personal Profile****

[Briefly summarize your professional background, skills, and what you bring to the role. This should be 3-4 sentences.]

****Education****

[Degree] in [Field of Study]
[University/Institution Name], [Location] -- [Month, Year] to [Month, Year]
[Additional Degrees or Certifications]
[University/Institution Name], [Location] -- [Month, Year] to [Month, Year]

****Work Experience****

****[Job Title]****

[Company Name], [Location] -- [Month, Year] to [Month, Year]
- [Responsibility/achievement 1]
- [Responsibility/achievement 2]
- [Responsibility/achievement 3]

****[Job Title]****

[Company Name], [Location] -- [Month, Year] to [Month, Year]
- [Responsibility/achievement 1]
- [Responsibility/achievement 2]
- [Responsibility/achievement 3]

****Skills****

- [Skill 1]
- [Skill 2]
- [Skill 3]
- [Skill 4]

****Languages****

- [Language 1] (Proficiency Level)
- [Language 2] (Proficiency Level)

****References****

Available upon request.

****Cover Letter Template Example****

[Your Name]
[Your Address]
[City, Zip Code]
[Your Phone Number]
[Your Email Address]
[Date]
[Employer's Name]
[Company Name]

[Company Address]

[City, Zip Code]

Dear [Employer's Name/ Hiring Manager],

I am writing to express my interest in the [Job Title] position listed at [Company Name]. With [number] years of experience in [your field/industry], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility that relates to the new job]. This experience allowed me to develop [related skills or expertise], which I believe aligns well with the requirements of the position at [Company Name].

I am particularly drawn to this opportunity at [Company Name] because [reason related to the company/position values or goals]. I am excited about the possibility of bringing my unique talents to your team and contributing to [specific projects or company goals].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills align with the needs of your team. Please find my CV attached for your review.

Warm regards,

[Your Name]

[Enclosure: CV]