# How to prepare a clear CV

A short guide to a universal curriculum vitae template

This document helps you organise information that is important to an employer. You can change the length of sections, add more jobs and remove fields that do not apply to you. A well-prepared CV can be any number of pages long.

1. **Include only truthful information.** Do not add skills, qualifications or experience that you do not have.
2. **Give the month and year.** Exact employment dates allow an employer to assess the length of your experience correctly.
3. **Describe specific tasks.** List your duties and the software, systems, tools, machinery and processes you used. Add measurable results where possible.
4. **Tailor the amount of information.** Remove unused fields. Add more jobs, schools, courses or projects if they are relevant to the position.
5. **Keep the layout simple.** Do not place important information only in images, charts, icons or decorative text boxes. Plain text is easy for people and applicant tracking systems (ATS) to read.
6. **Remove the guidance.** Text in square brackets contains instructions or placeholders. Remove it after entering your own information.
7. **Save the document as a PDF.** Before sending it, check the telephone number, email address, dates, spelling and readability of every page.
8. **Check any required consent statements and declarations.** Requirements may vary depending on the country and the type of role. Before submitting your CV, read the job advertisement and the employer's instructions.

In Poland, processing the standard personal data needed for the current recruitment process **does not require** a GDPR consent statement in your CV. If you would like the company to consider your CV for future recruitment processes as well, give your voluntary consent in the application form or at the end of your CV. Additional consent may also be needed for certain information beyond the standard scope of personal data.

**Example of consent for future recruitment:**

"I consent to [*employer's full name*] processing the personal data contained in my CV for future recruitment purposes for a period of 6 months from the date I submit my application, or until I withdraw my consent, whichever comes first. I may withdraw my consent at any time."

Enter the company's full name. The 6-month period is an example — check the period specified by the employer. Include this consent statement only if you wish to be considered for future recruitment processes.

**Before sending your CV, delete this page and the final page containing the fictional example.**

# Curriculum vitae

## Contact details

*[Guidance: Provide your current contact details. Your full home address, date of birth, marital status and photograph are not required unless you choose to include them.]*

| | |
|---|---|
| **Full name**<br>[Enter your full name] | **Telephone**<br>[Enter your telephone number] |
| **Email address**<br>[Enter your email address] | **Town or city and country**<br>[Enter your town or city and country] |

## Type of work I am looking for

*[Guidance: Enter no more than three job titles or types of work and the locations where you can work.]*

[Enter the job titles or types of work you are seeking]

[Enter your preferred towns, cities, regions or countries]

## Professional summary

*[Guidance: In 3-5 sentences, describe your experience, most important skills, the type of tasks you perform and the positions in which you can use your expertise.]*

[Enter your professional summary]

[Enter your professional summary]

[Enter your professional summary]

## Work experience

### Work experience 1

| | |
|---|---|
| **Job title**<br>[Enter the job title] | **Company or organisation**<br>[Enter the company name or type of organisation] |
| **From**<br>[Enter month and year] | **To**<br>[Enter month and year or present] |

*[Guidance: Use bullet points to describe your duties, tools, responsibilities and specific results. Add more entries if needed.]*

[Enter your most important duties, tools and achievements]

[Enter your most important duties, tools and achievements]

### Work experience 2

| | |
|---|---|
| **Job title**<br>[Enter the job title] | **Company or organisation**<br>[Enter the company name or type of organisation] |
| **From**<br>[Enter month and year] | **To**<br>[Enter month and year or present] |

*[Guidance: Use bullet points to describe your duties, tools, responsibilities and specific results. Add more entries if needed.]*

[Enter your most important duties, tools and achievements]

[Enter your most important duties, tools and achievements]

# Skills and additional information

## Skills

*[Guidance: List specific software, systems, tools, machinery, technologies, processes and tasks you can use or perform.]*

[Enter your professional skills]

[Enter your professional skills]

## Projects and portfolio

*[Guidance: This section is optional. Describe a personal, professional, school or community project. State your role, the tools used and the result. You can add a link to the project, repository or portfolio.]*

| | |
|---|---|
| **Project name or type**<br>[Enter the project name or a short description of its type] | **Your role**<br>[Enter what you were responsible for] |

[Enter a short project description, the technologies or tools used, and the result]

[Optionally enter a link to the project, repository or portfolio]

## Key achievements

*[Guidance: Include results, improvements, awards or completed goals. This section is optional.]*

[Enter achievements or measurable results]

[Enter achievements or measurable results]

## Education

*[Guidance: State your level of education, field of study, school or university, and period of study or year of completion.]*

[Enter your education]

## Languages

*[Guidance: Enter the language and your actual proficiency level, e.g. A2, B1, C1, basic, conversational or fluent.]*

[Enter languages and proficiency levels]

## Courses certificates qualifications and driving licence

*[Guidance: List only current and relevant documents. Do not include document numbers or other confidential information.]*

[Enter courses, certificates, qualifications and driving licence categories]

## Work preferences

*[Guidance: Complete only the fields that matter to you. Salary expectations are optional.]*

| | |
|---|---|
| **Work mode**<br>[Enter on-site, hybrid or remote] | **Type of employment**<br>[Enter your preferred type of employment] |
| **Work pattern and hours**<br>[Enter e.g. one shift, shift work or flexible hours] | **Availability**<br>[Enter when you can start work] |
| **Relocation**<br>[Enter yes, no or conditionally] | **Business trips and travel**<br>[Enter yes, no or to a limited extent] |
| **Salary expectations**<br>[Enter the amount, currency, gross or net, and period] | **Additional conditions**<br>[Enter other important preferences] |

## Interests

*[Guidance: This section is optional. Give 1-4 specific interests. Instead of general terms, briefly describe what you actually do, what you are learning or what you create.]*

[Enter specific interests]

*[Guidance: If the job advertisement requires specific consent to process personal data, add the current wording in accordance with the information provided by the employer.]*

**Completed CV example** This fictional example shows the expected level of detail. *This is a fictional example. Delete this page before sending your own CV.*

# Curriculum vitae


## Alice Example

Łódź, Poland | +48 500 000 000 | candidate@example.com


### Type of work I am looking for

Customer service specialist, administrative assistant or order processing specialist. Łódź and the surrounding area within 30 km.

### Professional summary

I have more than four years of experience in customer service, order processing and administrative work. I independently manage correspondence, update data and resolve customers' day-to-day issues. Working with customers has taught me to listen carefully and understand their needs, while communicating rules and possible solutions assertively. I am accurate, punctual and quick to learn new duties.

### Work experience

**01.2023-present** Customer service specialist | e-commerce company

- Handling telephone and email enquiries and customer complaints.
- Processing orders, updating data in the CRM system and working with the warehouse.

**06.2020-12.2022** Administrative assistant | service company

- Preparing documents, reports and correspondence for clients.
- Managing the meeting calendar, document workflow and basic reports.

### Skills

Customer service, CRM, Microsoft Word, Microsoft Excel, order processing, complaints handling, document preparation and reporting.

### Project

Complaint tracking spreadsheet - independently designed the data structure, deadlines and a simple report in Microsoft Excel. The solution made it easier to monitor open cases.

Link to my project: https://www.mojeprojekty.pl/alicjaprzykladowa/

### Education languages and qualifications

- Secondary education in economics.
- English at B1 level.
- Category B driving licence.

### Work preferences

Full-time employment under an employment contract. On-site or hybrid work. Available after a two-week notice period. Occasional business travel is possible; no relocation. Salary expectations: PLN 6,000-7,000 gross per month.

### Interests

Automating office work in Excel and urban photography.