Your name  
 Your professional title

*Give a clear professional title here – the position you are aiming for, not necessarily your past occupation.*

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*A photo is not an obligation but it is common in Sweden and can help the reader remember you better. We can take portrait photos of you at the office if needed.*

*Do not include birth & place of birth, marital status, religion, or citizenship. Do include your LinkedIn profile.  
Make sure your e-mail address looks professional (first.lastname@gmail.com instead of rednails4evr@gmail.com)*

|  |  |
| --- | --- |
| profile | *A short description of the professional occupation you want, focused on what relevant skills you can bring to the company / institution. Be concise and precise.* |
| Skills | *Include professional skills (software, certifications, etc.) relevant to the industry in question. Include your language skills. If you are already fluent in Swedish, emphasize it. Otherwise, indicate your level, even if only “beginner”.* |
| work Experience *Include relevant experiences only. List all others on LinkedIn.* | Company name, location Dates From-To  *Summarize by focusing on key words relevant to the position you are applying to now.* Company name, location Dates From-To  *Summarize by focusing on key words relevant to the position you are applying to now.* |
| Education | School name, location, degree Date  *List only the most recent, highest degree. You do not need to include GPAs, fellowships, etc. The reader will probably not know what they mean and might worry you are overqualified and / or too proud to be a good team player.* |

*It is common, but not mandatory, to include “hobbies” as they can make you look more approachable. You can add “volunteering” or “outreach” instead, especially if they resonate with your overall passion / field.*

*A list of references is usually not necessary at this stage.*