

# Structure of the curriculum vitae

## CV

### Personal Data:

name:

address:

contact:

date of birth/

place of birth:

marital status/ nationality:

Voluntary  
information

Photo

No longer a compulsory part of the application, but still welcome in Germany, unless otherwise required. The format: 6x4 cm or larger

### Education:

10/2018-today

**Master's degree programme**  
**International Business Administration**  
Europa-Universität Viadrina, Frankfurt (Oder)  
Major field: Management and Marketing  
(During my studies: Semester abroad at Cardiff University)

10/2015-06/2018

**Bachelor's degree programme**  
**International Business Administration**  
Europa-Universität Viadrina, Frankfurt (Oder)  
Graduation: Bachelor, grade: 2,0

01/2017-06/2017

**General higher education entrance qualification**  
Goethe-Schule, Mannheim  
Graduation-grade: 1,5

### Practical experience:

10/2018-today

**Sales - Job**  
Café Diana, Frankfurt (Oder)  
Advising customers, sale of bakery products and regional specialities, control of the Inventory and billing

Describe your temporary jobs also with specific tasks

01/2016-03/2016

**Internship - Export**  
Chamber for foreign trade Warschau, Poland  
Development and maintenance of a network of regional

Pay attention to uniform formatting, always mention employer and location and describe the most important tasks in the internship



Company, Website design, Preparation  
of a trade fair appearance, event management

07/2014-08/2014

**Internship - Marketing**

Deutsche Telekom, Berlin

Verification and evaluation of merchandise-related

Activities of the regional sales outlets,  
reporting

**Computer-Skills:**

IT and language skills must be assessed

MS-Office

Internet

Website-Design  
(with CMS)

Very good Knowledge

Very good Knowledge

Basic knowledge

**Language-Skills:**

Optional information, which is necessary if you are  
bilingual or grew up abroad.

Polish

German

Englisch

Russisch

Spanisch

Native speaker

Fluent in written and spoken (Unicert III, C2)

Fluent in written and spoken (Unicert II, C1)

Good Knowledge (B1)

Basic Knowledge

**Activities and Interests:**

04/2016-05/2018

**Intercultural experience, event management**

Interstudis e.V., European University Viadrina Frankfurt (Oder)

Mentoring for international students, organization of a study trip

Played Volleyball for 5 years, Jazz music

If you mention interests, you should be as specific as  
possible

Place, date

***Please sign the CV to confirm your details!***