FIRST AND LAST NAME

**Professional profile**

When writing your profile text, it is crucial to be clear and concise. Focus on specific skills and achievements that set you apart from the crowd. It is also important to include specific keywords that match the job description, as many companies use automated screening tools to filter CVs.  
  
Read more here: <https://ftfa.dk/en/our-services/cv-and-cover-letter-tips-and-examples-for-succes/cv-template/>

**Core competencies**  
  
**Competency area 1** (For example: "Customer-centric service" or "Service-minded")

* *Bullet points about your competencies – for example, explain where you have used this competency and/or the value it provides to you and your employer. Feel free to elaborate on the competency with descriptive terms. You can highlight both professional and personal competencies relevant to the job. We recommend trying to match your competencies with some of those listed in the job posting. Write at least 3 different ones.*

**Competency area 2**  
**Competency area 3**

**Work experience**

**Job title 1** (Listed in reverse chronological order – most recent job first)  
  
**Company name, position, start date – possibly end date, etc.**

* *Bullet points about your roles/competencies/responsibilities, etc. It does not always have to include all your experience. If you have a lot of experience or something not relevant to the job you are applying for, you may choose to omit it without confusing the employer. This should always be a specific consideration.*

**Job title 2**

**Job title 3**

**Education, courses, and certifications**

**Education 1** (Listed in reverse chronological order – most recent education first)

**Name of educational institution, degree name, start date – possibly end date, etc.**

* *Bullet points or a description of the education, as the employer may not be familiar with it. It is also good to highlight specific subjects and other relevant content from the education. Additionally, feel free to mention the value and competencies you gained from the education.*

**Education 2**

**Education 3**  
**Course 1** (Listed in reverse chronological order – most recent course first)  
  
**Course name, course location, start date – possibly end date, etc.**

* Bullet points about the course content and the value and competencies you gained from participating and completing it.

**Course 2**

**Certification 1** (Listed in reverse chronological order – most recent certification first)

Name of certification provider, certification name, start date – possibly end date, etc.

* *Bullet points about what the certification proves and the key aspects and competencies you gained from it.*

**Certification 2**

**Languages and IT skills**

**Language 1**  
**Language, proficiency level, written and/or oral, etc.**

* *Start with your mother tongue. A language you are fluent in both written and spoken.*
* *Then, list the languages you are proficient in, either written and/or spoken, and provide an appropriate level for your language skills.*

**IT skills 1**  
**Program, level, possible comment**

Hobbies

Here, you write a bit about what you love to do in your free time. For example, you can mention if you live an active lifestyle, are a family-oriented person, or are passionate about arts and culture. This is your opportunity to give the employer some insight into your passions and interests outside of work.