

*How to write a*

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**WINNING CV** ③

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# THE CV STRUCTURE

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# ABOUT ME

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*Three big factors*

WHO  
AM I?

WHAT AM I  
LOOKING  
FOR?

WHERE  
AM I GOING  
TO?



# ABOUT ME WHO AM I?

It is important to insert adjectives that describe you in your **qualities, competences** and **interests**.



✉ francescabarbieri@gmail.com 📍 Milan, Italy 📞 +123-456-7890

Francesca BARBIERI  
BUSINESS ADMINISTRATION



About me

✉ francescabarbieri@gmail.com 📍 Milan, Italy 📞 +123-456-7890

Francesca BARBIERI  
BUSINESS ADMINISTRATION



About me

I'm studying Business Administration. I am able to work in multitasking and I plan with accuracy my tasks. My teacher say that I am a creative person. My best marks at school are in Italian (National Language), and especially in writing.

My hobbies are photography, health food and also music, that is why I like participating in events.

In the next future I would like to work in organizing events. That's why I'm currently looking for a traineeship to event **organization company**.

grade of responsibility:  
September 2009- January 2020

**Swimming**

I have been swimming competitively for a long time, training for many hours during the week, which is why I am used to always plan my days. I participated in several important competitions, in particular at the regional swimming I managed to win the gold medal.

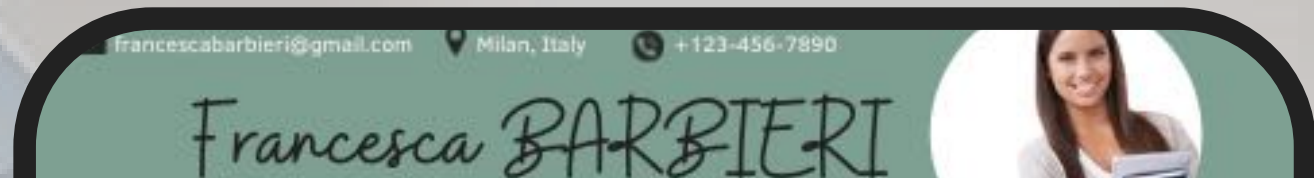
ABOUT ME

WHAT AM I  
LOOKING FOR?

Include what you are looking for now through your application.

Organization

Company



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September 2011- November 2021  
**Boy scout at CNGEI Scout Milan**  
The scouting activities gave me great organizational skills like multitasking. The contact with nature taught me the importance of healthy food. In 2018 I was appointed as head of the "ScoutMilano"; this position gave me a certain grade of responsibility.

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I have been swimming competitively for a long time, training for many hours during the week, which is why I am used to always plan my days and to work in goal-oriented environment. I participated in several important competitions, in particular at the regional swimming I managed to win the gold medal.

## ABOUT ME

# WHERE AM I GOING?

It's important to declare what you are going to do professionally so that the traineeship evaluator can find you a suitable workplacement where you can practice the professional skills related to your future career.

**Organizing**

**Event**

# EDUCATION

In your case your education is still small, but it is correct to list it anyhow.

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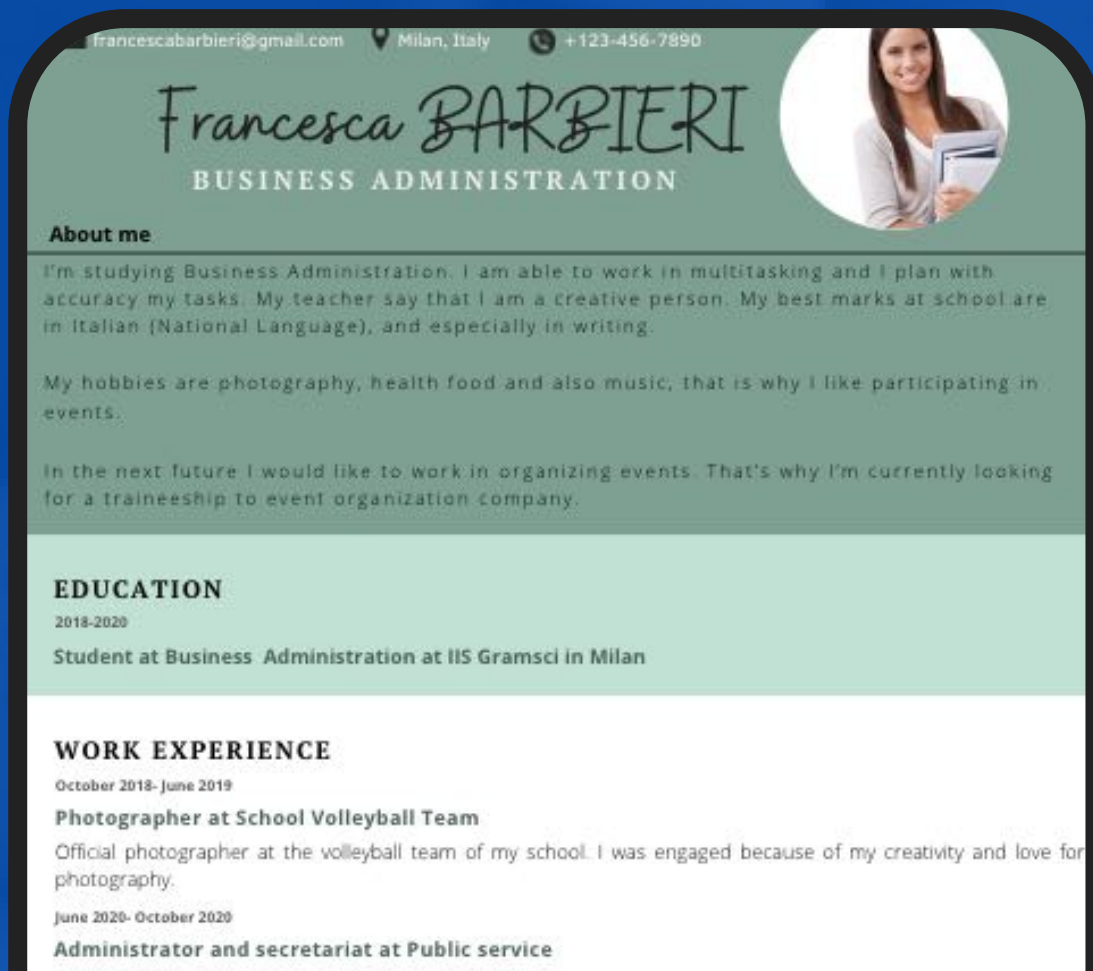
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**EDUCATION**

2018-2020

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# WORK EXPERIENCE

Since you have limited work experience, use any activity that can demonstrate your professional skills, i.e. volunteering, youth association, etc.

Photographer

Creativity

Accuracy

## WORK EXPERIENCE

October 2018- June 2019

### Photographer at School Volleyball Team

Official **photographer** at the volleyball team of my school. I was engaged because of my **creativity** and love for photography.

June 2020- October 2020

### Administrator and secretariat at Public service

I was part of a volunteer association during the pandemic, handling phone calls with adults and I also handled administrative documents of various kinds **accurately**.

# INTERESTS

Your interests show your personality and competences:

Multitasking

BOY SCOUT

Healthy food

Responsibility

SWIMMING

Planning

Goal-oriented

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# THE 8 KEY COMPETENCES

Mother  
tongue

Cultural  
Awareness

Social &  
Civic

Entrepreneurship

Personal,  
social and  
learning to  
learn

Digital

Maths,  
Science &  
engineering

Multiguism

# LANGUAGE SKILLS

***More languages you speak, more opportunities you get!***

According to the languages spoken the job offers can be wider, even as entry-levels.

LANGUAGE SKILLS	Listening	Reading	Speaking	Writing
Italian	Native	Native	Native	Native
English	B2	B2	B2	B1

**COMPETENCE**  
Writing  
I am particularly skilled in writing creative texts. Therefore, I am very good at school in Italian subjects.

**DIGITAL SKILLS**  
Photoshop, Word and surf in the social media.  
I am able to use different programs like Word, Power Point and email. Another program that I practice is Photoshop. I learned to use it when I took the picture of the volley ball of my school.  
In addition I usually operate social media to planning & timing and managing specific tools; i.e. reels, groups, hashtag

LANGUAGE SKILLS	Listening	Reading	Speaking	Writing
Italian	Native	Native	Native	Native
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# COMPETENCE

It is essential to incorporate skills by associating them with keywords so that stand out in the eyes of the recruiter.

Writing

Creativity

## COMPETENCE

### Writing

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# DIGITAL SKILLS

Nowadays everything goes around the digital. Digital skills are important because the market offers more and more job opportunities in this sector. You insert the capabilities with social media or the programme that you also use for hobbies.

Photoshop

Social Media

Reels

Groups

Hashtag

LANGUAGE SKILLS	Listening	Reading	Speaking	Writing
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## AWARDS

- Head of the "ScoutMilano"
- Gold medal at the regional swimming competition.

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## AWARDS

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# AWARD

If you insert the awards you show the achievements. In this case you can manifest at your recruiter what you can do.

# THANK YOU

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e-education  
 in progress 



+34 666 701 245



[karin.callipo@educationinprogress.eu](mailto:karin.callipo@educationinprogress.eu)