# Sample CV 2025 Insert professional photo

First name Surname
Address
Postcode, city
E-mail address
Telephone number
LinkedIn profile (optional)

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**Short profile**

Experienced [job title] with in-depth expertise in [core competence 1], [core competence 2] and [core competence 3]. Specialized in [area of expertise or specialization] with a proven track record in [e.g. process optimization, sales growth, efficiency increase].

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## Professional experience

### [Job title] – [Company] | [Period]

- Responsible for [main tasks]

- Achievements: [e.g. optimization of financial processes with 15% cost savings]

- Use of [relevant tools/software]

### [Job title] – [Company] | [Period]

- Responsible for [main tasks]

- Achievements: [e.g. implementation of a new compliance strategy]

- Use of [relevant tools/software]

**Education & Qualifications**

Highest degree – university/college | Year

Relevant certifications: CFA, CPA, ACCA or other

Further training: Further training, relevant courses
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**Skills & Knowledge**

- \*\*Technical skills:\*\* SAP, Datev, Power BI, Excel

- \*\*Soft skills:\*\* analytical skills, leadership skills, ability to work in a team

- \*\*Languages:\*\* English (fluent), German (native), French (basic knowledge)

**References (optional)**

“[First name Last name] impresses with [particular strengths].” – [Former supervisor, company]

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📌 \*\*Note:\*\* This CV serves as a template and should be customized for the desired position.