|  |  |
| --- | --- |
| PERSONAL INFORMATION | Muster / Mario-Maria |
|  | |
| Bewerbungsfoto | 23, Musterstr., 12345, Musterhausen, Germany |
| +49-30-00000000  +49-1000-0000000 |
| Mario-Maria.muster@musterorg.com |
|  |
|  |
| Sex Male / Female | Date of birth dd/mm/yyyy | Nationality German |

|  |  |
| --- | --- |
| JOB APPLIED FOR | ………. technician |

|  |  |
| --- | --- |
| WORK EXPERIENCE |  |

|  |  |
| --- | --- |
| 09/2012 – 01/2013 | Biology laboratory technician |
| Biologische Musteranstalt  Musterstr. 70, 12345 Musterstadt, Germany  [www.biologische-musteranstalt.com](http://www.biologische-musteranstalt.com)  Business or sector pharmaceutical industry |
| Main responsibilities:   * assemble, maintain and operate the lab equipment |
|  |

|  |  |
| --- | --- |
| EDUCATION AND TRAINING |  |

|  |  |  |
| --- | --- | --- |
| 09/2009 – 09/2012 | Biology laboratory technician  Biologische Musteranstalt  Musterstr. 70, 12345 Musterstadt, Germany  www.biologische-musteranstalt.com  Business or sector pharmaceutical industry  Lise-Meitner-Schule  Lipschitzallee 25, 12351 Berlin, Germany  [www.osz-lise-meitner.eu](http://www.osz-lise-meitner.eu)  Business or sector vocational secondary school  Extended information on acquired laboratory skills see annex |  |
|  |  |

|  |  |
| --- | --- |
| PERSONAL SKILLS |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mother tongue(s) | German | | | | |
|  |  | | | | |
| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | A2 | A2 | A2 | A2 | A2 |
|  |  | | | | |
| Polish | C1 | C1 | C1 | C1 | C1 |
|  |  | | | | |
|  | Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  Common European Framework of Reference for Languages | | | | |

|  |  |
| --- | --- |
| Communication skills |  |

|  |  |
| --- | --- |
| Organisational / managerial skills |  |

|  |  |
| --- | --- |
| Job-related skills |  |

|  |  |
| --- | --- |
| Computer skills |  |

|  |  |
| --- | --- |
| Other skills |  |

|  |  |
| --- | --- |
| Driving licence |  |

|  |  |
| --- | --- |
| ADDITIONAL INFORMATION |  |

|  |  |
| --- | --- |
| Projects |  |

|  |  |
| --- | --- |
| ANNEXES |  |

|  |  |
| --- | --- |
|  | * Extended information on acquired laboratory skills |

Annex 1

Extended information on acquired laboratory skills

Biology

* introduction into microscopic drawing

Molecular Biology and Biochemistry

* polymerase chain reaction (PCR)

Chemistry

* acid-base titration (conducting meter / digital potentiometer)