



Personal information

Name

Email address and phone number

Tip: it can be good practice to link your up-to-date LinkedIn Profile here

Education

List your diplomas including specialisation in reverse chronological order

Name the institution delivering the diplomas

List technical skills gained and experience using specialist equipment if applicable.

Tip: especially if you have little work experience, you can list relevant modules and research projects here

(Additional) Skills

List additional skills such as IT skills, languages, etc.

Tip: If you have not done so previously, you can also creatively use this section to list any relevant skills to the job position and key skills that you have learned as a dual career athlete

2 Personal profile

3-6 lines.

Be creative!

Using action verbs to describe your skills, abilities and acomplishments

Key words regarding your ambitions are essential to increase your visibility

4 Experience

Link your current employer and previous employer

Bullet point your duties using strong action verbs and show results

A Professional Athlete: performs, commits, communicates, succeeds, sets goals, represents, plans, motivates, prioritizes, delagates, examines, directs, etc.

6 Interests

Highlight your interests and make clear what skills you have learned from these

Mention any memberships that you might have, that are relevant to the position you are applying for!

Presentation

5

Professional but interesting look (1 or 2 full pages)
Tailor your CV for each job that you apply for!
Double check your spelling!
Use action verbs where possible

