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| CONFIDENTIAL CANDIDATE CV TEMPLATE | |
| [*NAME*] | |
|  | |
| [Date] | |
| The information contained in this candidate report is intended only for the person or entity to which it is addressed and contains confidential and/or privileged material. Any review, retransmission, dissemination, or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited.  This candidate report represents a composite of information furnished by the candidate during interviews or gathered through the referencing process.  No contact should be made with this individual without the prior consent of Jenewein Executive/Jenewein Group.  References may not be checked without the explicit permission of our firm and/or the candidate. | |
|  | *[If possible add photo]* |
| **Short Description:** *[of relevant experience]*  **Assets:**  **Limitations:** | |

Personal Data

|  |  |
| --- | --- |
| **Name:** |  |
| **Date of Birth:** |  |
| **Citizenship:** |  |
| **Gender:** |  |
| **Marital Status / Children:** |  |
| **Private Address:** | *[optional]* |
| **Private Phone Number / Mobile Phone:** | *[optional]* |
| **Private E-mail:** | *[optional]* |

Professional Experience

|  |  |
| --- | --- |
| [Month/Year – Month/Year] | Company Name |
| Company Information: | *industry, main activities, size of the business, number of manufacturing sites and employees, etc.* |
| Job Title: |  |
| Main Responsibilities: | * *in charge of* * *direct responsibility for* |
| Main Achievements: |  |
| Reason for Change: |  |

|  |  |
| --- | --- |
| [Month/Year – Month/Year] | Company Name |
| Company Information: | *industry, main activities, size of the business, number of manufacturing sites and employees, etc.* |
| Job Title: |  |
| Main Responsibilities: | * *in charge of* * *direct responsibility for* |
| Main Achievements: |  |
| Reason for Change: |  |

|  |  |
| --- | --- |
| [Month/Year – Month/Year] | Company Name |
| Company Information: | *industry, main activities, size of the business, number of manufacturing sites and employees, etc.* |
| Job Title: |  |
| Main Responsibilities: | * *in charge of* * *direct responsibility for* |
| Main Achievements: |  |
| Reason for Change: |  |

Education and Qualifications

[*Order: most recent degree comes first*]

|  |  |
| --- | --- |
| Education:  **[Year of graduation]** | *School / Faculty*  *Degree* |
| **[Year of graduation]** | *School / Faculty*  *Degree* |
| Languages: | *– 1st mother tongue*  *– 2nd mother tongue*  *(fluent, basic)* |

Additional Information

|  |  |
| --- | --- |
| Notice Period: |  |
| Package: *[optional]*   * Fixed salary (monthly gross) * Bonus * Corporate Benefits | *[Package]* |
| Remuneration Expectations (net value): *[optional]* |  |
| Board and professional associations membership:  *[optional]* |  |