

Ausfüllhinweise für den Europass-CV

PERSONAL INFORMATION

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Sex... | Date of birth | Nationality

WICHTIG: bitte alles angeben!

Vorname, Nachname

Private Adresse

Private Mobil-Nummer

Private Email-Adresse

Geschlecht / Geburtsdatum / Nationalität

Und **FOTO** nicht vergessen!

JOB APPLIED FOR

Internship in the

- IT sector
- IT sector – Programming
- IT sector – managing IT-systems

Ausbildungsberufe:

- IT - Systems management assistant
- IT - Digitalization management assistant
- IT - Specialist for application/software development
- IT - Specialist for system electronics
- IT - Specialist for data and process analysis

WORK EXPERIENCE

Apprenticeship : *Name des aktuellen Ausbildungsberufs (siehe oben)*

Name der Firma mit Adresse

work experience *Tätigkeiten die bisher gemacht/erlernt wurden*

Evtl. weitere Praktika /Ausbildungen (nur im IT-Bereich)

EDUCATION AND TRAINING

Apprenticeship : *Name des aktuellen Ausbildungsberufs (siehe oben)*

Städtische Berufsschule für Informationstechnik München

General

- German
- English
- Social studies

Job related

- Programming (Java)
- Connected systems
- Computer hardware
- Network Security
- Economy

Evtl. letzte Schule/Schultyp mit Abschluss

Evtl. weitere abgeschlossenen Ausbildungen /Studiengänge

COMMUNICATION AND INTERPERSONAL SKILLS

Hier unterscheiden nach:

- **Communication skills**
- **Organisational / managerial skills**

(evtl zusätzlich: Social skills and competences)

Mögliche Communication skills

- Openness to new ideas
- Good communication skills, gained through stays abroad and at school;
- Team spirit, gained through sports, especially football;
- Good communicative skills that I have acquired through my experience as a customer and partner consultant
- Excellent contact with children, which I have acquired through my experience in kindergarten as an educator
- Good presentation skills

!!!GERNE EIGENE IDEEN!!!

Mögliche Organisational / managerial skills

- Good organizational ability (currently responsible for a large customer base)
- Planning and scheduling tasks on my own
- Good time management on my own tasks
- Prioritization of important and less important tasks
- Professional customer service representative
- Favourable problem solving in many situations
- Sense of organisation and project management
- Sense of organisation gained during working as a postman and in a logistic Company

!!!GERNE EIGENE IDEEN!!!

Mögliche Social skills and competences

- Organization of a social project with children in the children's home
- Team player, loadable in the form of stress, independence, sociability
- Team player, Responsible awareness
- Ability to work in teams and to communicate by working together with apprentice
- Ability to adapt by working in different jobs with different activities
- Open-minded, motivation acquirements, teamworker
- Team spirit gained through participations in various team sports
- Good social skills gained through my experience in client support
- High interest in foreign and multicultural environments due to my traveling experiences
- Higher teamskills gained in special team-workshops

!!!GERNE EIGENE IDEEN!!!

Digital skills

Hier unterscheiden nach:

- **Basic understanding**
- **Good knowledge**
- **Very good knowledge and experience**

Mögliche Skills:

- Microsoft Office skills
- project presentation
- project management
- PHP, HTML, SQL; Css, Java, Java Skript, ...
- wordPress
- google adwords
- hardware components of PCs
- replacement of hardware components
- managing IT-systems
- replacement / repair of hardware components
- Troubleshooting PCs
- Troubleshooting networks
- replacement of network components
- CISCO Networking
- CISCO components
- SAP
- Experience with SAP
- Working with SQL / ...
- design applications (Adobe Illustrator, Photoshop, ...)
- Designing Web pages
- operatingsystems (WIN... / Linux / ...)

!!!GERNE EIGENE IDEEN!!!

LANGUAGE SKILLS

Tabelle ausfüllen