

Name, year of birth
Stockholmsvägen 3, 110 10 Stockholm
Phone 070-12 34 56, my@email.se

Stockholm 2014-11-08

Pacemaker AB
Box 1111
111 11 Stockholm

Competent Engineer with knowledge in bio materials and marketing

I am communicative engineer with skills and competence within both the med tech and marketing field. After talking to Anders Persson I understood that Pacemaker is a company which is growing very fast, especially in my areas of interest, implants and bio materials. Accordingly, I would very much like to contribute to the company's future development and be part of the sales and marketing of pacemakers. Your international business activity appeals to me as well, since I really would like to work abroad within the next few years.

The goal with my education at KTH has been to be able to work with sales and marketing of products and services within med tech. The position as a marketing manager has got just the right combination of technology and marketing that I'm looking for.

I would really like to work with products which contribute to people's wellbeing and health. Right now I am doing my thesis work at the Medical Company which gives me the practical experience from working in the medical industry. I find it really interesting and I really enjoy it. As a person I am outgoing, something which I have shown through extracurricular activities such as being responsible for the reception of new students and through different part time jobs in the travelling industry. I am also a creative person who likes to work with different assignments. To connect to people and maintain contacts is also something which I find stimulating. I have always been drawn customer oriented jobs.

On my spare time I play the guitar together with some friends in a band. I try to be outdoors in the nature as often as possible and I love skiing and mountain biking.

I look forward to meet you for an interview.

Best regards

Name

CV

Name Surname

Date of birth: 19xx 01 01
Address: Stockholmsvägen 3, 110 10 Stockholm
Phone: +46 (0)70-312 34 56 E-mail: my@email.se

CAREER OBJECTIVE

EDUCATION

YYYY-MM - on going *Royal institute of technology, Stockholm, Sweden*

YYYY-MM – YYYY-MM *University XX, Bachelor*

YYYY-MM – YYYY-MM *Upper secondary school XX*

WORK EXPERIENCE

YYYY-MM – YYYY-MM *Company, City, Country*
Tasks, assignments, skills required, learning experience etc.....

YYYY-MM – YYYY-MM *Company, City, Country*

YYYY-MM – YYYY-MM *Company, City, Country*

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EXTRA CURRICULAR ACTIVITIES

YYYY-MM – YYYY-MM *Student Section, KTH*

YYYY-MM – YYYY-MM *XXXXXX*

LANGUAGE SKILLS

COMPUTER SKILLS

ADDITIONAL QUALIFICATIONS

INTERESTS

References available on request.

CV

Anna Andersson

Date of birth: 19xx 01 01
Address: Stockholmsvägen 3, 110 10 Stockholm
Phone: +46 (0)70-312 34 56 E-mail: annean@kth.se

CAREER OBJECTIVE

I want to use my skills within both medical engineering and marketing. I would like to use my outgoing qualities and work with customers and build networks. I want to work for an international company.....etc.

EDUCATION

- 2008-08 - on going **Royal institute of technology, Stockholm, Sweden**
Master in Medical Engineering. Estimated degree in June 20XX.
Have studied medical IT, ultra sound and radiation, patient security, marketing and communication.
- 2005-08 – 2008-06 **University XX, Bachelor**
- 20XX-XX – XXXX-XX **Upper secondary school XX**

WORK EXPERIENCE

- 20XX-XX – XXXX-XX **The Medical Company, Stockholm**
Thesis work in medical engineering. Examined...The result was.. I learnt.....etc.
- 20XX-XX – XXXX-XX **Education First, France**
Language tour leader
Summer job. Was responsible for 20 participants. Planned activities and held information activities. Learnt how to work under pressure and to solve problems.
- 20XX-XX – XXXX-XX **Resit, Stockholm**
Travel agency assistant
Summer job. Dealt with customers, booking, promoting. Was responsible for creating information. Worked with databases and some statistics.
- 20XX-XX – XXXX-XX **Coffee shop Pringlan, Stockholm**
Shop assistant
Summer job and later extra jobs on weekends. Served customers and worked at the counter. Received goods and wrote menus. Learnt a lot about customer service.

CV

Anna Andersson

Date of birth: 19xx 01 01
Address: Stockholmsvägen 3, 110 10 Stockholm
Phone: +46 (0)70-312 34 56 E-mail: annean@kth.se

EXTRA CURRICULAR ACTIVITIES

- 20XX-XX – XXXX-XX **Medical Section, KTH**
Responsible for the reception of international students.
Planning, was responsible for the budget. Learnt project management and how to delegate and communicate effectively with team members.
- 20XX-XX – XXXX-XX **The KTH Acting society**
Acted in the yearly student cabaret. Organized and promoted the event.

LANGUAGE SKILLS

English: Advanced in both speech and writing
French: Advanced in speech, good in writing
Swedish: Mother tongue

COMPUTER SKILLS

Programming languages:
Operational systems:
MS Office:
Graphic design:

ADDITIONAL QUALIFICATIONS

- Driving license B
- Scholarship The achievement scholarship (20xx), for students with excellent results.
- Certificate: Diving