

[Your Name]

[Target job title]

[City], [Country] · [Phone] · [Email] · [LinkedIn or website URL]

[Photo]

PERSONAL DETAILS AND CONTACT INFORMATION

[Nationality] · [Visa or work permit status] · [Current location] · [Notice period]

PROFESSIONAL SUMMARY

Customer support team lead with six years' experience in multilingual service for software and travel companies. Leads a team of eight agents, coaches new hires and works with product teams to turn customer feedback into improvements. Bachelor's degree in languages and business. English C2, Portuguese B2, French C1. EU citizen living in Porto, available after a one-month notice period.

Example text — rewrite it for your own role and results.

PROFESSIONAL EXPERIENCE

[Job title] — [Company name], [City]

[Month Year] – Present

- [Achievement with a number: what you did, for whom, and the result.]
- [Responsibility that matches the job you are applying for.]
- [Tool, process or project you improved, with scale or time saved.]

[Job title] — [Company name], [City]

[Month Year] – [Month Year]

- [Achievement with a number: what you did, for whom, and the result.]
- [Responsibility that matches the job you are applying for.]
- [Tool, process or project you improved, with scale or time saved.]

EDUCATION

[Degree or qualification] — [University or institution], [City]

[Month Year] · [Grade or classification, if strong]

LANGUAGES WITH CEFR LEVELS

[Language] — [level, e.g. fluent / professional / basic]

TECHNICAL AND DIGITAL SKILLS

[Skill] · [Skill] · [Skill] · [Tool or software] · [Tool or software] · [Method]

TRAINING AND CERTIFICATIONS

- [Certification or licence], [Issuing body], [Number or date if relevant]
- [Certification or training], [Issuing body]

VOLUNTEERING AND OTHER INFORMATION

- [Project or role] — [one line on what you did and the outcome]
- [Project or role] — [one line on what you did and the outcome]