



By Kimberley.

# GET MY RESUME READY

## PERSONAL INFO

NO WORRIES, THIS IS SUPER SAFE WITH US. CHECK [BYKIMBERLEY.COM/PRIVACY](http://BYKIMBERLEY.COM/PRIVACY) TO BE SURE.

FULL NAME

DAY OF BIRTH

EMAIL

PHONE NUMBER

ADDRESS

NATIONALITY

INTERESTS/HOBBIES/ETC

## EDUCATION

EXAMPLE: 2004-2010, HAVO E&M, KONING WILLEM II COLLEGE, GRADUATED

## WORKEXPERIENCE

| PERIOD | COMPANY | POSITION |
|--------|---------|----------|
|--------|---------|----------|

RESPONSIBILITIES/TASKS/HIGHLIGHTS

| PERIOD | COMPANY | POSITION |
|--------|---------|----------|
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RESPONSIBILITIES/TASKS/HIGHLIGHTS

## YOUR SKILLSET

SHOW ME WHAT YOU GOT!

### PROGRAMS

E.G. MICROSOFT OFFICE, ADOBE, OTHER SOFTWARE

COURSES/TRAINING ETC.


LICENSES ETC.

### QUALITIES

E.G. RESPONSIBLE, SOCIAL, TEAMPLAYER ETC.



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GET MY RESUME READY

**YOUR SKILLSET**

SHOW ME WHAT YOU GOT!

**LANGUAGES**

SPREAKING, WRITING AND UNDERSTANDING LEVELS.

**WORKEXPERENCE**

PERIOD

COMPANY

POSITION

RESPONSIBILITIES/TASKS/HIGHLIGHTS

PERIOD

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RESPONSIBILITIES/TASKS/HIGHLIGHTS

**I FILLED EVERYTHING  
IN,  
YOU GOT WHAT YOU  
NEED,  
NOW WHAT?**

NOW YOU'RE ONE STEP  
CLOSER TO GET YOUR  
DREAM JOB!

**PLEASE SEND THIS FORM TO  
INFO@BYKIMBERLEY WITH  
SUBJECT CV + YOUR NAME  
AND A RECENT PHOTO OF  
YOU (NO SELFIES ALLOWED,  
WE'RE SORRY).**

WE'LL CHECK IF EVERYTHING  
IS COMPLETE AND WILL  
SEND YOU THE INVOICE IN  
48 HOURS. ONCE THIS ONE IS  
PAID, WE'LL START  
IMMEDIATELY TO CREATE  
YOUR RESUME!

WE STRIVE TO SENT YOU  
YOUR FANCY RESUME WITHIN  
3 DAYS.

**TO MAKE THE PERFECT FIT, WE WANNA KNOW**

IN WHICH INDUSTRY AND/ OR POSITION ARE YOU GOING TO APPPLY?

DO YOU PREFER CERTAIN COLOURS/SHAPES/FONT TYPES? IF SO, LET US KNOW BELOW

ANYTHING MORE WE NEED TO KNOW?

**THE SMALL LETTERS, SIGH**

ONCE YOU RECEIVED YOUR RESUME,  
YOU HAVE ONE ADJUSTMENT ROUND TO LET US KNOW  
WHAT YOU'D LIKE TO HAVE CHANGED.  
USE THIS ONE WISELY!  
THIS ROUND IS INCLUDED IN THE PRICE.  
FOR THE ADJUSTMENTS THAT HAVE TO BE MADE  
AFTERWARDS, EXTRA COSTS WILL BE BILLED.