

MAX MUSTERMANN

Address:

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Contact Details:

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EDUCATION AND QUALIFICATION

University of Applied Sciences Osnabrück B.A. Business Management 2010 – 2013
Specializations: Human Resource Management, Marketing
Average grade: 2,0

Gymnasium in der Wüste, Osnabrück 2004 – 2010
Specialized courses: English, Mathematics, History
Finale grade: 2,2

WORK EXPERIENCE

Volkswagen Osnabrück, July – September 2012

- Working as an intern in the human resources department
- Organizing the application process: selecting and inviting applicants, organizing interviews, assisting in the selection process

OTHER SKILLS AND ACHIEVEMENTS

Languages:

- German: mother tongue
- English: very good knowledge, TOEFL Certificate

IT Skills:

- MS Office (Powerpoint, Word, Excel): good knowledge
- Adobe Photoshop: basic knowledge

INTERESTS AND ACTIVITIES

- Interested in different kinds of sports: soccer, volleyball, basketball
- Helped to organize and raise money for the prom
- Other interests include photography and reading novels

REFEREES

Mrs. Martina Meyer
Human Resources Manager at Volkswagen Osnabrück
Tel. 0541 / 54321
E-Mail. martina.meyer@volkswagen.de

Prof. Dr. Karl Müller
Human Resource Professor at University of Applied Sciences Osnabrück
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