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European CV Template



Two ATS-friendly layouts with sample data, plus Europe-specific application tips.

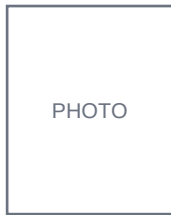
Print at 100% scale on A4 paper

How to use these templates

- 1. Pick a template.** *Classic* suits traditional industries (finance, law, admin); *Modern* suits tech, marketing and creative roles.
- 2. Replace the sample text** with your own details. Keep the same headings - recruiters scan for them.
- 3. Keep it to 1-2 pages.** Cut older roles to one line; your last 10 years matter most.
- 4. Export as PDF** from Word or Google Docs (File → Download → PDF). Never send .docx unless asked.
- 5. Name the file** Firstname-Lastname-CV.pdf so it is easy to find in an inbox.
- 6. Mirror the job ad:** copy its key skills and tools into your Skills and Experience sections using the ad's own words.

The sample person below is fictional and only illustrates the layout.

Template A — Classic



ANNA MÜLLER

Marketing Specialist

anna.mueller@example.com • +49 170 000 0000 • Berlin, Germany

PROFILE

Marketing specialist with 6 years of experience in B2B SaaS, focused on content strategy and lead generation. Increased organic pipeline by 43% at Nordwind GmbH. Fluent in German and English, comfortable working across European markets.

WORK EXPERIENCE

Senior Marketing Specialist — Nordwind GmbH, Berlin

2021 – Present

- Own content calendar across blog, newsletter and LinkedIn (40k followers).
- Grew marketing-qualified leads 43% year over year through SEO program.
- Manage €120k annual campaign budget across 5 countries.

Marketing Executive — HanseMedia, Hamburg

2018 – 2021

- Ran email campaigns with 32% average open rate.
- Coordinated 12 trade-show appearances per year.

EDUCATION

B.A. Business Administration — Humboldt University of Berlin, 2018

SKILLS

SEO • Content strategy • Google Analytics • HubSpot • Email marketing • Budget management

LANGUAGES

German — Native • English — C1 • French — B1

Template B — Modern

PHOTO

CONTACT

anna.mueller@example.com
+49 170 000 0000
Berlin, Germany

SKILLS

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- Content strategy
- Google Analytics
- HubSpot
- Email marketing

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ATS & Europe tips

Keep it machine-readable. Applicant Tracking Systems parse simple layouts best: one column, standard headings (Profile, Work Experience, Education, Skills), no tables, text boxes or graphics inside the final CV you send.

Photo: know the country. A photo is expected in Germany, France and Austria, but optional - often better left out - in the UK, Ireland and the Netherlands.

Europass is a solid alternative. The free EU Europass CV is widely accepted across Europe and is ATS-friendly by design.

Tailor keywords to the job ad. If the ad says “CRM” and “stakeholder management”, use those exact phrases - that is what the ATS searches for.

Dates and numbers beat adjectives. “Grew leads 43% in 2024” outranks “results-driven team player” every time.

One to two pages, always PDF. Recruiters spend seconds on first scan - front-load the strongest facts.