**Speedy CV!**

**CV templates: download – create – work**

„Speedy CV!” is a free service of the Local Employment Office in Rybnik, which creates a CV in the fastest possible way.

Sometimes you find an interesting job offer, click apply and then you realize that you do not have
a CV to attached. Unfortunately, the recruitment will not wait!

You don't have to search all over the internet to find an adequate and free CV template. All you have to do is visit our website: rybnik.praca.gov.pl and choose a („Na już CV!”) tab! Find the right template, download it and create your own CV. Remember to follow attached instructions.

Remember! A career counselor is available to you

You can count on your career counselor. Free consultation is an easy way to get tips on creating application documents, preparing for an interview, and your first days on the job.

**Instructions for using CV templates**

All avaliable templates has been prepared in Microsoft Word. After downloading, you can easily edit and save them in any format on your hard disc, print or sent electronically.

**Download**

Step 1 – choose the template that suits you;

Step 2 – download the template (after clicking, the document is automatically downloaded to your computer and saved in the chosen location);

Step 3 – open the file.

**Filling**

Step 1 – complete necessary personal data for the employer;

Step 2 – write up your education and qualifications, authorizations, providing the name of the school or training institution and the date of commencement and completion of education;

Step 3 – describe your professional experience, providing the name of the company and emplacement, as well as the scope of duties;

Step 4 – describe your personal skills/qualities and highlight your strengths;

Step 5 – if you have certificates from completed specialized training, add an information about them, including the name of the training institution and the name of the course;

Step 6 – write down your interests. Remember! It should be up-to-date and authentic;

Step 7 – if you want to add additional information to your CV, you can do this in the last box or delete this category;

Step 8 – read the clause on the protection of personal data in the recruitment process. Remember that after printing your CV, you have to sign it.

Step 9 – save the completed document;

Step 10 – print and deliver your CV to employer or send it electronically if it is possible.

Insert a photo

If you chose a template with a place for a photo, you can include it in your CV.

On the taskbar choose „Format” – „Fill the shape” – „Picture” – „Insert Picture” (from file), then select it.

**Editing**

You can edit your template at any time by adding or removing categories.