

[Full name]

[Target role]

[City] · [Phone with country code] · [Email]

Profile

[Two or three sentences: relevant experience, a skill demonstrated in practice, and the role you are seeking.]

Availability

[Earliest start date or notice period. Confirm any shift or travel constraints.]

Relevant experience

[Job title or clearly labelled project] · [Organisation] · [Month Year to Month Year]

[Action you took and the task or outcome you can explain.]

[Another responsibility relevant to the vacancy.]

Skills and languages

[Tool or skill and how you use it]

[Language and honest level, with a practical example]

Education and training

[Original qualification title] · [Institution] · [Year]

[Short explanation in English if useful; do not claim an unverified equivalence.]

Make this CV your own

Monte Carlo Work · Original editable template

The first page is your editable CV. Replace every placeholder and remove this instruction page before applying. Follow the vacancy's language and file-format requirements.

Write for one vacancy

Use the exact target role and select evidence relevant to the listed duties. Do not copy requirements you cannot meet.

Describe actions

Fictional example: "Updated the appointment calendar and passed customer requests to the team each morning." Use this structure only with your own experience.

Explain language skills

Describe what you can do in a language. Only include a certification or a level you can support. A polished translation does not prove fluency.

Keep qualifications accurate

Retain the original qualification title with a short explanation when helpful. Do not invent UK or US equivalences.

Final check

Confirm contact details, dates and availability. Keep only the final CV, export if requested, and inspect every page. This template does not guarantee an interview or permission to work.

montecarlowork.com/ressources/candidats/cv-anglais-monaco