

# Application

## Résumé / CV

### Résumé / CV - Personal data

#### German

Vorname

The given name of the applicant

#### Greek

Όνομα

Nachname

The family or last name of an applicant

Επίθετο

Geburtsdatum

The date and year the applicant was born

Ημερομηνία γέννησης

Geburtsort

The name of the place the applicant was born

Τόπος Γέννησης

Staatsangehörigkeit

The country of the applicant's citizenship

Εθνικότητα / Ιθαγένεια

Familienstand

The applicant's current relationship status

Οικογενειακή Κατάσταση

ledig

Not married or in a romantic relationship

Ελεύθερος/η

verheiratet

Having a husband or wife

Παντρεμένος/η

verwitwet

Single because of the death of a spouse

χήρος/α

Adresse

The exact location where the applicant is currently living

Διεύθυνση

Telefon

The telephone number, by which the applicant can be contacted

Τηλέφωνο

Email

The working e-mail address of an applicant

Ηλεκτρονική διεύθυνση

# Application

## Résumé / CV

### Website

The applicant's personal or business website address

### Ιστοσελίδα

## Résumé / CV - Education

### German

1991 - 1995 / Universität Seattle / Seattle, WA  
Bachelorstudiengang Betriebswirtschaftslehre

Standard US format for listing your educational history

### Greek

1991 - 1996 / Πανεπιστήμιο του Σιάτλ / Σιάτλ,  
Ουάσινγκτον  
Πτυχίο Διοίκησης Επιχειρήσεων

### Grundschule

The lowest school giving formal instruction in the US for children aged between six and eleven years

### Δημοτικό Σχολείο

### Mittelstufenschule

A school in the US between elementary school and high school for children aged between eleven and fourteen years

### Γυμνάσιο

### Oberstufenschule

A school in the US after middle school for children aged fourteen to eighteen

### Λύκειο

### Hochschule

US name for degree-level education at university

### Πανεπιστήμιο

### Vorschule

UK name for education between the ages of four and seven

### Νηπιαγωγείο

### Grundschule

UK name for education between the ages of seven and ten

### Δημοτικό Σχολείο

### weiterführende Schule

UK name for education between the ages of ten and sixteen

### Γυμνάσιο

### Oberstufenkolleg

UK name for education between the ages of sixteen and eighteen

### Λύκειο

### Universität

UK name for degree-level education

### Πανεπιστήμιο

## Résumé / CV - Work experience

### German

### Greek

# Application

## Résumé / CV

1998 - heute / Jackson Shoes Inc. / Spokane, WA  
Manager  
Verantwortlichkeiten:

**1998 - Παρών / Παπούτσια Ιάσωνα Α.Ε / Σποκείν,  
Ουάσινγκτον  
Διευθυντικά  
καθήκοντα περιλαμβάνουν:**

An example of the standard way in which to list one's occupational history

Arbeitserfahrung bei...

**Εργασιακή εμπειρία για...**

Used to introduce a period of work, undertaken in order to gain insight or expertise in a certain working environment

Praktikum bei...

**Πρακτική άσκηση για...**

Used to introduce a temporary period of work, undertaken in order to gain insight or expertise in a certain working environment. The term is often used when one works abroad for a certain period

Ehrenamtliche Tätigkeit bei...

**Εθελοντική εργασία για...**

Used to introduce an unpaid period of work, usually undertaken in order to help those in need

## Résumé / CV - Other qualifications

**German**

**Greek**

Gute ...-Kenntnisse in Wort und Schrift

**Καλή γνώση της... τόσο προφορικά όσο και γραπτά**

Used to show that the candidate has a decent level of competency in a language

... fließend in Wort und Schrift

**Άριστη γνώση της... τόσο γραπτά όσο και προφορικά...**

Used to show that the candidate is fluent in a certain language

gute Computer-Kenntnisse

**γνώσεις χειρισμού Η/Υ**

Used to show that the candidate can use all the basic functions of a computer

Hervorragende(s) kommunikative Fähigkeiten /  
Verhandlungsgeschick / Präsentationsfähigkeiten

**Άριστες δεξιότητες επικοινωνίας / διαπραγμάτευσης /  
παρουσίασης.**

Used to show that the candidate is good at communicating / negotiating / presenting

Fortgeschrittene Kenntnisse in Microsoft Office /  
HTML-Programmierung

**Άριστες γνώσεις πακέτου προγραμμάτων Office /  
Προγραμματισμού HTML**

Used to show that the candidate has in-depth knowledge of how to use all of the Microsoft Office programs and HTML

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## Résumé / CV

Microsoft Word-, Excel-, Access-, Powerpoint-  
Kenntnisse

**Γνώση Microsoft Word / Excel / Access / Powerpoint.**

Used to show that the candidate has prior knowledge of how to use word-processor, spreadsheet, database and presentation software

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Kenntnisse in CAD / CAM

**Γνώση χρήσης CAD / CAM.**

Used to show that the candidate can use computer design software

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Führerschein Klasse...

**Άδεια οδήγησης τύπου...**

Used to show that the candidate can legally drive a car

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