[Your Name]

[Address]   
[Phone Number]   
[Email Address]

References are provided at the request of Billerud.

Education

**[Type of degree e.g., bachelor’s degree or Higher Vocational Education]**[School XYZ] | [City, Country] | [Month Year] - [Month Year]

[Brief description of specialization and degree project, if applicable]

**[Type of degree e.g., Upper Secondary qualification]**[School XYZ] | [City, Country] | [Month Year] - [Month Year]

[Brief description of specialization and degree project, if applicable]

Work experience

**[Title]**Company XYZ | [City, Country] | [Month Year] - [Month Year]

[Brief description of responsibilities and duties]

**[Title]**Company XYZ | [City, Country] | [Month Year] - [Month Year]

[Brief description of responsibilities and duties]

**[Title]**Company XYZ | [City, Country] | [Month Year] - [Month Year]

[Brief description of responsibilities and duties]

Voluntary engagements

**[Type of engagement e.g., elected position in a leisure association]**Organization XYZ | [City, Country] | [Month Year] - [Month Year]

[Brief description]

**[Type of engagement e.g., voluntary work**Organization XYZ | [City, Country] | [Month Year] - [Month Year]

[Brief description]

Language knowledge

* [Language 1 (Basic/Fluent/Native)]
* [Language 2 (Basic/Fluent/Native)]
* [Language 3 (Basic/Fluent/Native)]

Other qualifications

* Other qualification 1 that is relevant. E.g., driver's license, forklift license, etc.
* Other qualification 2 that is relevant. E.g., system knowledge.

Advice from Billerud's recruiters

* Keep your resume short and clear. Carefully read through the job advertisement and write your resume with focus on the parts that are essential to the job you are applying for. Keep descriptions short and no longer than a couple of lines.
* Follow the suggested structure. The template is designed to clearly structure the information on which we base our selection. Pictures and other personal touches are not necessary to stand out among other applicants. In the first selection, we are only interested in you having the qualifications that we are looking for in the job advertisement. Through the following steps of the recruitment process, you will have the opportunity to distinguish yourself.
* Be honest and transparent: Never try to exaggerate or fabricate information in your resume. Honesty and openness are important values for Billerud.