



NAME NAMESON

Master of International Finance [your professional headline]

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[HEADLINE YOUR OFFER FOR THE CO.]

Brief description of the overall and relevant experience and skills you will apply in the job. You might describe your professional past, your present (i.e. what you study), and maybe your direction for the future. (E.g. certain work areas you find interesting, or want to specialise in.)

If possible, it's a good idea to start by describing your experience with numbers, e.g. X years' experience with sales and customer service, alternatively, something like "Specialised in ..." e.g. SoMe/IT/strategy" (make it relevant for the job you are applying for). Keep the paragraphs short.

EXPERIENCE

Job Title (full-time)

08/2018 - PRESENT - COMPANY, LOCATION

In this sentence you might describe the company in one line.

Areas of responsibility:

- In bullet points briefly describe...
- your responsibilities/experience/skills/knowledge...
- and what these enable you to do, e.g. what problems you can solve

Results:

- If possible, try to describe...
- results you achieved in this position

Job Title (thesis collaboration)

12/2017 - 04/2018 - COMPANY, LOCATION

Tasks:

- In bullet points briefly describe...
- your responsibilities/experience/skills/knowledge...
- and what these enable you to do, e.g. what problems you can solve

Learnings:

- No results yet? You could describe important/relevant learnings instead

Job Title (internship)

08/2016 – 01/2017 - COMPANY, LOCATION

Tasks:

- In bullet points briefly describe...
- your responsibilities/experience/skills/knowledge...
- and what these enable you to do, e.g. what problems you can solve

Results:

- You could also describe important/relevant learnings you had in this job

KEY STRENGTHS

Highlight relevant strengths or skills

- This is a great place to highlight/describe/expand on skills or strengths that qualify you for the job.
- Instead of abstract adjectives, give short examples or definitions, i.e. *how* you are structured or analytical.

Highlight relevant strengths or skills

- Try to highlight relevant experience or special skills.
- If you do not have much experience yet, then describe your mindset towards work and/or collaboration.

MOST PROUD OF

✓ Berlin Half Marathon '19

Beat my personal best. I run several times a week alone or with my local running club.

✓ Teammate of the Year '17

I have played soccer for 10+ years. The title was given to me for showing great team spirit, drive and humor.

IT SKILLS

Word, Excel, PowerPoint

Super User

Google Analytics

User

InDesign

Beginner

EXPERIENCE (CONTINUED)

Job Title (part-time)

08/2015 – 02/2017 - COMPANY, LOCATION

In this sentence you might describe the company in one line.

Areas of responsibility:

- In bullet points briefly describe...
- your responsibilities/experience/skills/knowledge...
- and what these enable you to do, e.g. what problems you can solve

Tasks:

- Put more focus on areas of responsibility, if the tasks in your part-time/student job are not relevant for the job you are applying for.
- Your ability to take responsibility can be transferred to other work areas.

Results:

- Describe results or important/relevant learnings you achieved

Job Title (volunteer)

07/2013 – 02/2017 - ORGANISATION, LOCATION

In this sentence you might describe the company in one line.

Areas of responsibility:

- In bullet points briefly describe...
- your responsibilities/experience/skills/knowledge...
- and what these enable you to do, e.g. what problems you can solve

Tasks:

- If you don't have relevant work experience yet, it's an advantage, if you have relevant experience from volunteer work.
- It shows a proactive approach and initiative.
- Volunteer work often allows you more relevant work experience or responsibility than a student job.

Results:

- Describe results or important/relevant learnings you achieved

Various spare-time jobs

2009 - 2012 - COMPANY, COMPANY, COMPANY

- To show general job experience, you might list odd jobs here, if relevant.

COURSES & CERTIFICATES

Course or Certification Title (3 months)

2019 - COURSE PROVIDER

- Describe what the course made you able to do /work with
- or gave you knowledge of

Course Title (1 week)

2018 - COURSE PROVIDER (E.G. INTERNAL COURSE IN COMPANY)

- What the course made you able to, or gave you knowledge of

EDUCATION

Master Title

UNIVERSITY, LOCATION

2016 - 2018

Briefly describe what this education enables you to do - or work with. Make it relevant for the job you are applying for.

You can make a note of the relevant courses, subjects or areas you have studied or specialised in:

- [Relevant focus/subject]
- [Relevant focus/subject]
- [Relevant focus/subject]
- Thesis on ...

Bachelor Title

UNIVERSITY, LOCATION

2012 - 2015

- Studies focused on ...
- BA project on ...

Exchange Student

UNIVERSITY, LOCATION

2017 – 2017 (5 months)

- Studies focused on ...

Student (i.e. HHX)

HIGH SCHOOL, LOCATION

2009 - 2011

- [Include area you focused on, if it is relevant/qualifies you for this particular job. Otherwise, details are not necessary.]

LANGUAGE

[Language#1] ● ● ● ● ●
Native

[Language#2] ● ● ● ● ●
Negotiation level

[Language#3] ● ● ● ● ●
Conversation level