



# NAME NAMESON

## Master of International Marketing and Management

+ 45 1234 5678  
DK-8000 Aarhus C

name.nameson@mail.com  
linkedin.com/in/name.nameson

## [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. Not more than 3-4 lines each.

## KEY STRENGTHS

---

### Highlight relevant strengths/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/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.

## EDUCATION [Switch with 'Experience' section if more relevant.]

---

### 2016 - 2018 Master Title

UNIVERSITY, LOCATION

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

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

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

### 2012 - 2015 Bachelor Title

UNIVERSITY, LOCATION

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

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

- [Relevant focus/subject]
- BA-project on ...

### 2017 - 2017 Exchange Student

(5 months)

UNIVERSITY, LOCATION

- Studies focused on ...

### 2009 – 2011 Student (i.e. HHX, STX)

HIGH SCHOOL, LOCATION

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

## EXPERIENCE

---

### 2018 - NOW **Job Title (full-time)**

(2 yrs. 4 months)

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

### 2017 – 2018 **Job Title (thesis collaboration)**

(5 months)

COMPANY, LOCATION

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

#### 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

### 2016 - 2017 **Job Title (internship)**

(6 months)

COMPANY, LOCATION

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

#### 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

### 2015 – 2017 **Job Title (part-time)**

(1 yr. 7 months)

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

## 2013 - 2017 **Job Title (volunteer)**

(3 yrs. 8 months)

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

## 2009 - 2012 **Various spare time jobs**

(3 yrs. 7 months)

COMPANY, COMPANY, COMPANY

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

## IT & LANGUAGE

---

### Microsoft Office

Word, PowerPoint, Excel, Outlook



### English

Negotiation level



### Social media

Facebook, Instagram, Twitter, YouTube, LinkedIn



### Dansk

Native



### IT courses

InDesign, Photoshop, SEO, Google Analytics



### [Language#3]

Conversation level



## MOST PROUD OF

---

### ✓ **Berlin Half Marathon 2019**

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

### ✓ **Teammate of the Year 2017**

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

## LEISURE TIME

---

In this section you might mention how you build energy to be ready for work. E.g. activities on your own, social activities, culture/nature, volunteering, travel, reading. It's good to be specific, but keep it short!

Note! This section is optional. Some recruiters actually start at this section to get to know you as a person, while others don't look at it at all. Be aware that what you choose to describe gives an impression of your personality and your reader might be biased about whether that matches the personality they think they need for the job.