CV Template

Curriculum Vitae (CV)

- A CV is a structured presentation of your professional profile targeted a specific job or company.
- The purpose of the CV is to get you to a job interview.
- You have approximately 30 sec. to make an impression – choose your key words strategically.

Layout

- A CV should be well-structured, consistent and concise – maximum 2 pages.
- Avoid long and complex sentences – use bullet points.
- Years preferably at the left and a visible difference between headlline and subheading typography.
- Choose a reader-friendly font.

Name | Address | Phone Number | E-mail

Curriculum Vitae Name

Age:
Nationality:

PROFILE

A short description of your profile highlighting:

- What qualifies you? (education, experience, skills, achievements)
- What drives you? (interests, motivation, ambition)

EDUCATION

2014 – 2016   **MSc in (concentration)**, university, country
- Relevant courses
- Master thesis and/or projects
- Summer school and/or supplementary courses
- (GPA: XX/12)

2015 – 2015   **Exchange semester**, university, country
- Relevant courses
- (GPA: YY/7)

2010 – 2014   **BSc in (programme)**, university, country
- Relevant electives
- Projects and/or bachelor project
- Studies abroad and/or summer school and/or supplementary courses
- (GPA: ZZ/12)

2010 – 2010   **Supplementary courses**, school, country
- Courses

2005 – 2009   **Upper secondary school education**, school, country

PROFESSIONAL EXPERIENCE

2010 – 2011   **Position**, department, company, country
Responsibilities / tasks / achievements:
- …
- …

2009 – 2010   **Position**, department, company, country
Responsibilities / tasks / achievements:
- …
- …

Contact information
Place this in the document header to save space and to make it recur on all pages. Never put your civil registration number or similar here.

Basic information
Details such as civil status, nationality, and age are optional supplements to the mandatory contact information above.

Profile
Is a summary of key elements in your profile - targeted the specific position or company. Focus on your unique selling points e.g. education, experience, qualifications, interests, motivation, and ambitions.

Picture
Not mandatory in Denmark, but the majority of Danish employers (approx. 70 %) prefer having it on the CV. Choose a picture tailored for a CV. Passport photo size with a white or neutral background, dress according to company/department dress code. Look the job!

Education
Education should always come before experience. Describe your studies, i.e. relevant electives and/or projects in relation to the job you are applying for, and always mention your case company, if possible. GPA: Optional, but may be a good selling point if it's high.

Relevant courses and projects
Describe your studies, i.e. mention relevant courses and projects in relation to the job you are applying for. Always mention your case company, if possible.

Other education / courses
Provide details about other education if it is a supplement to your primary education.

Job title
Choose a job title that says something about your responsibilities and tasks. Avoid "student assistant" or "student intern". It says nothing about the job profile.

Job description
Describe the job in 4-5 bullets and focus on what you will be able to use in your "new job". You should use specific examples and describe relevant projects in more detail. Most jobs can be quantified in one way or another. Try to do that.

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OTHER EXPERIENCE

2015 –	**Position/role**, organisation, country	
	• Responsibilities / tasks / achievements	
2013 – 2016	**Position/role**, organisation, country	
	• Responsibilities / tasks / achievements	
2009 – 2011	**Position/role**, organisation, country	
	• Responsibilities / tasks / achievements	

COURSES

2015	Project Management, course provider, (country)
2014	Social Media, course provider, (country)
2012	Bloomberg Trading, Bloomberg, Denmark

LANGUAGES

Language: Native

Language: Proficiency level, oral and written

IT

Programme: Proficiency level

Programme: Proficiency level

INTERESTS

Describe your interests and show who you are outside of work and studies (3-5 lines).

REFERENCES

Available on request.

Other experience
Do not underestimate the knowledge you have obtained through volunteer work and positions of trust. Described in the same way as your job experience.

Languages
Indicate all relevant languages including both oral and written proficiency. Scores from e.g. TOEFL test should be included. If you are presently learning Danish, state current module as well as that you are in process of learning.

IT
State your IT proficiency level.

Interests
It does matter! Keep in mind that you may have acquired several competences from being a competitive swimmer or playing the piano. Don't just write "travelling", but tell a more detailed story of your favorite way of travelling by an example.

References
You should only give references, if the job ad requieres you to do so.