

HOW TO WRITE A GOOD CV

STAND OUT WITH YOUR CV

If you are looking for an internship, student job, or work in Denmark, it is important that you learn how to write a good cv. The competition on the job market is high, and you need to stand out in order to get a job interview.

What can be included in a cv (the order is exemplified below):

- Contact info
- Education
- Good profile photo
- It skills
- Language
- Organisational experience
- Profile text
- Spare time activities
- Volunteer work
- Work experience

THE REVERSE CHRONOLOGICAL CV

When you start writing a chronological cv, you start listing your educational and work experience in a reverse chronological order. Put the newest and/or most relevant first because your future employer is most interested in this.

Keep in mind that the cv should be interesting to read in order to catch the employer's attention. Therefore, it is a good idea to mention the experiences, both academic and personal, you have gained at each place you have been – e.g.: *"My master's degree gave me competences in the field of economics and insight in Danish work culture from having written various projects with Danish companies. In group work, I often take the role of being the analyst as well as being thorough and ambitious."*

NEED HELP?

CAREER SEMINARS: AAU Career offers career seminars in Aalborg, Copenhagen and Esbjerg every semester. Sign up at careers.aau.dk

CAREER COUNSELLING: If you still need guidance after attending the seminars you have the opportunity to book an individual career counselling. Read more at careers.aau.dk

GENERAL TIPS

- A cv is oriented backwards (an application is oriented forward).
- Target a cv to the each, specific job. Most companies read the cv first, then the application and other material if they find that the cv fits the job ad.
- Nice layout, e.g. company logos, color and bullet points. The purpose is to make it easily readable; however, the layout should not take too much focus.
- A cv can be up to 3 pages.
- Don't exaggerate and don't underestimate yourself.
- Check your spelling and grammar.
- Read your cv with the eyes of an employer. Is the information relevant to them? Do they understand everything if they don't have the same background? Mention your successes and results.

INSPIRATION

Find inspiration for your cv. Google it and have a look at others' cvs. What works? What do you like?

You can also be inspired by [novoresume.com](https://www.novoresume.com) where you can easily create an application and cv with a nice layout.

Especially the one page cv is useful as a "business card" when going to The Careers Fair or to support your portfolio, blog, or website.



EXAMPLE: A BUSINESS CV

REFERENCES:

Make sure that your references know they might be contacted. Bring your references (and recommendations) to the job interview. Refer til LinkedIn in your cv.

PHOTO: Use a neutral, professional photo of your head and shoulder, preferably a smile. A photo personalises your cv.

STUDY OR WORK ABROAD is always good to mention as it shows that you are independent and outgoing. Write what you have learned from being abroad.

VOLUNTEER WORK: Describe what you have learned and why it is important for them to know.

WORK EXPERIENCE: Some jobs are more relevant than others are; however, in most jobs it is possible to highlight some aspects that are relevant for your future employer, such as responsible, structured, management skills etc. Describe your job and what have you learned, not only the titles. Unskilled jobs also have valuable skills. For instance, cleaning jobs show that you are reliable, a team player and can work with tight deadlines.

LANGUAGE: List your language competences and level.

COMPUTER SKILLS: List your computer skills and levels. If you only have basic skills, list them anyway. It will be easier for you to use a program if you have some knowledge rather than none.

SPARE TIME: The employer needs to know the more personal aspects such as eg. if you play the guitar etc.

HEADLINE: Catch the employer's attention in an interesting headline.


PROFILE: Describe your competences shortly and precisely, and what you have worked with during your education and jobs. Think relevance in terms of the job advert. The summary has to be personal and describe you as a person in relation to the specific job.

EDUCATION:

- Highlight your successes.
- Grades: If you have a good average, list it.
- Describe your general competences, your role in project writing, elaborate on the most relevant projects and courses. Start with the most recent education.
- If you have published articles, list them here.
- Show not only theory but also practice - include any project collaboration or case studies with companies.

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Here is Novo Nordisk's new trainee with talent for logistics!

PROFILE
I am a highly motivated person and through my career, I have always sought new, ambitious challenges. I am currently enrolled in a very competitive Master's program that has prepared me to excel in an international career. Based on the outcomes of my previous logistics and project management roles I am confident I can succeed in new environments and that I am team player. I always devote 100 % of my efforts towards the task in hand and I look forward to contributing to the lives of others at Novo Nordisk through my work.

EDUCATION

2015-2018 MSc Global Innovation Management, Aalborg University
Average: 10.2
For my participation in this program, I was awarded an Erasmus Mundus Scholarship whose selection process involved 1000 international applicant.

- Offered by the University of Strathclyde, UK and Aalborg University, DK
- Collaborating with DESMI Pumping Technology A/S with the objective to refine their supplier relationship management, prioritising the selection & approval phase. Grade: 12.
- Participated in WOFIE (Innovative workshop) where we as a team worked to solved a concrete business problem by working interdisciplinary and in teams.
- Competences/results. Project management, problem solving, analytical skills. These experiences have provided me with valuable insight into the Danish work environment and culture.

2016-2017 University of Strathclyde, United Kingdom
Courses: Product Development, Innovation Management and Supply Chain Management. Participated in projects with international team members such as

- Product development at Life Technologies Corporation in which our team successfully developed a low cost solution for optimising a bottle filling process.
- Packaging Design Project.

2008-2013 BEng Industrial Engineering, Benemérita Universidad Autónoma de Puebla, Mexico
Understanding of topics such as:

- Production Planning, logistics, Organizational Behaviour, Quality Systems.

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Extra curricular activities:
2012: Exchange at University of Cadiz, Spain – an opportunity to challenge myself and as a person. Received a bursary from my home university.
Courses: “Basics of Supply Chain Management”
“Master Planning of Resources”
Results: Green areas improvement project – obtained funds and attracted volunteers. Organized 6 company visits.

WORK EXPERIENCE

06/2017-08/2017 Research Assistant, University of Strathclyde

- Identified creativity tests to be applied in Business Processes Outsourcing (BPO) centres in the UK and India
- Developed questionnaires to assess the socio-economic impact of distributing geometrical tasks to rural BPO centers.

Results: Tests were implemented in projects. Understanding of effective communication, empathy and how to reach consensus.

12/2015-08/2016 Turn-key Project Coordinator, Grupo Soher

- Project management
- Customer service for international clients including Bristol-Myers, Schaeffler Group and Graham Packaging

Results: My leader was satisfied with my work and I developed my negotiation skills through contact with suppliers and customers. I also developed teamwork and organizational skills as I was responsible for the international working team.

12/2013-12/2014 Kristall Logistics & Consultant. Consignment Warehouse Coordinator and SKF in-House

- Requirements planning with Korean suppliers and clients in Mexico
- Customs clearance, transport, and shipment monitoring
- Customer service for clients including SKF, Bombardier and Neyr
- SAP data processing and personal training

Results: Boosted my leadership and organizational skills. My contact with customers developed my service approach.

LANGUAGE, IT SKILLS AND ADDITIONAL INFORMATION

Languages	Spanish (Native speaker) English (Fluent – verbal and written)	German (Basic) Danish (Basic – attending classes)
IT	Windows Office, Prezi, SurveyXact	
Spare time	I love traveling and get to know new places and cultures. Running, participated in 3 half marathons – I am strong in self motivating and goal oriented.	