

# 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](https://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](https://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: AN ENGINEER'S CV

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

**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.

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



**MONIKA SANDELIC**  
Graduate from Aalborg University

**International energy engineer with experience**  
- eager to face new challenges!

Well-organized and highly motivated with strong attention to detail and time management. Hard-working with strong analytical skills and capability to apply mathematical methods in engineering analysis. Team front-runner in global corporate environment as for strong leadership skills. Paper published at a conference based on a successful semester project. Studying and working in Denmark built my professional network and gave me knowledge about Danish working culture.

**EDUCATION**

**2016 - 2018 MSC IN ENERGY ENGINEERING**  
AALBORG UNIVERSITY, DENMARK  
MSc specialisation: Electrical Power Systems and High Voltage Engineering  
By pursuing my studies at AAU, I have improved my interpersonal skills due to group oriented studying and teamwork. Problem-Based Learning helped me develop skills such as compromise, time management, creativity and acquire knowledge that can be transferred to real-world scenarios.

**RELEVANT PROJECTS:**  
Feb 2018 - Jun 2018 Master Thesis - Grade 12  
Primary Frequency Regulation and Flexibility from Battery Energy Storages  

- Modelling of Battery Energy Storage System and its economic assessment
- Dynamic system analysis of the scheme in a benchmark grid subjected to uncertainties and scenarios in wind power scheduling and generation. Cooperation with Siemens.
- Result: Was awarded 2nd best semester project.

Feb 2017 - Jun 2017  
Energy Storages to Support Integration of Renewable Energy Sources  

- Development of primary regulation to integrate and test performance of renewable energy sources and energy storage systems in a two area system
- Result: Paper presentation on 2nd IEEE Workshop on Electronic Power Transmission and Distribution in Aalborg, Denmark

Sep 2016 - Jan 2017  
Renewable Energy System for Livø Island  

- Development of energy management strategies to balance generation and demand based on renewable energy sources and thermal storage systems
- Implementation of the proposed strategic to the existing system

**2012 - 2016 BSC IN ELECTRICAL ENGINEERING AND INFORMATION TECHNOLOGY**  
UNIVERSITY OF ZAGREB, CROATIA  
BSc specialisation: Electrical Power Engineering  
Bachelor's thesis: Static and time harmonic analysis of a three-dimensional shunt model.

**MANAGERIAL SKILLS:**  
Organizer of "Massive Open Courses"  

- For 2nd year students in a mandatory course "Electrical Circuits"
- Volunteered in lecturing over one hundred students
- Communication and coordination with the Vice Dean's Office

**LANGUAGE:** List your language competences and level.

**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.

**VOLUNTEER WORK:** If you have volunteer work, include it. Describe what you have learned and why it is important for them to know.

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

**LANGUAGE SKILLS**

Croatian: mother tongue  
English: Fluent  
Union of Balkan Languages: Fluent  
Danish: Beginner, attending language school  
Chinese: Beginner

**SOFTWARE ENGINEERING SKILLS**

Engineering tools  
MATLAB/Simulink  
•••••  
DgSILENT Power Factory  
•••••  
MagNet & ElecNet  
•••••  
Neplan  
•••••  
ABB Doc 2.0  
•••••  
Labview  
•••••  
AutoCad  
•••••

Programming languages  
C, C++  
Java: basic skills  
Python - basic skills

**DIGITAL COMPETENCE**

Operating systems  
MS Windows  
iOS  
Linux

Cloud computing  
Google Drive  
Dropbox  
SharePoint

Miscellaneous  
Office 365  
Prezi

**REFERENCES**  
Please visit my LinkedIn for references

**EMPLOYMENT HISTORY**

**2016 INTEGRATION AND VERIFICATION TESTER/STUDENT HELPER**  
ERICSSON NIKOLA TESLA LTD, ZAGREB, CROATIA  
During final year of my bachelor studies, I was a part of R&D department, where I was the youngest member of 10 persons dynamic team which was collaborating on daily basis with other teams on global level.  

- Testing high quality products (nodes -DU & networks - GSM, WCDMA, LTE) including development activities like hardware and software configuration and verification
- Driving continuous improvements of products and processes and implementing new features to the system, designing network layouts
- Result: Big responsibility - e.g. tutoring new student helpers

**LEADERSHIP SKILLS:**  
While working on various tasks and project inside the team and with other teams on international level.

**COMMUNICATION SKILLS:**  
Through daily meetings, conferences, presentations of various projects, communication with different teams on local and international level.

**2008 - 2013 PRODUCTION CLERK**  
CNC - METAL LTD, ZAGREB, CROATIA  

- Seasonal work in family proprietorship
- Superintended the work of CNC machines and part of the production process

**VOLUNTEER EXPERIENCE**  
Volunteering has developed my communication, presentation and coordination skills.

**2018 VOLUNTEERING AT THE DEPARTMENT, AALBORG UNIVERSITY**  

- helping study secretary in different assignments
- guiding new master students (buddy program at the department)

**2017 - 2018 MEMBER OF IEEE STUDENT BRANCH, AALBORG UNIVERSITY**  

- member of social relationship committee
- responsible for planning events aiming at strengthening the bond between IEEE student members at AAU

**2017-2018 MEMBER OF YOUTH GOOD WILL AMBASSADOR PROGRAM**  

- Chosen to be a part of career development program for specially selected international Master's students in Denmark
- I obtained knowledge about the Danish labour market, Danish workplace culture, professional networking, and interaction with Danish companies.

**PERSONAL INTERESTS**  
In my free time I enjoy spending time with my friends and family. During my stay in Denmark, I often participate in social events and gatherings held by my international friends. During summer time, I like traveling as it broadens my perspective, enriches me with new experiences and gets me in touch with new cultures. I like reading as it boosts my imagination and creativity. Since I was in high school, I have been helping other students with their school assignments, therefore teaching and helping others is one of my spare time activities.

**REFERENCES:** Make sure that your references know they might be contacted. Bring your references (and recommendations) to the job interview.

**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.