

RESUMÉ Name

Name:

Address:

Telephone:

Mail:

Age:

Nationality:

LinkedIn:

- Address, age and nationality can also be put under Leisure & interests

- Name, telephone and mail could also be put in the header instead of “resumé”

Insert a professional picture of yourself – but adapt the look to the company you are sending your application to (formal/informal – e.g. suit or t-shirt)

SUMMARY

Begin by drawing out your competence profile – find more information here: <http://english.ida.dk/career-guidance/ida-competency-profile>

A competence profile provides a basis for the drafting of your resumé but can also help you prepare for a job interview as it allows you to see yourself more clearly. Note that the competence profile is *not* your resumé, but should form the basis for your resumé. Do note that it takes time to draw up a competence profile and update a resumé.

The resumé needs to be as well arranged, informative and inviting as possible – and easy to read. Consequently, it should not exceed 3-4 pages and avoid making too complicated or creative solutions, as these may backfire. The company will look for a brief summary that will describe your combined skills – professional and technical as well as personal. You should therefore start with the things that separate you from the other candidates. Professional and personal competencies are often assigned more importance than actual results. When you have had your first job as an engineer, it is recommended to employ the reversed chronological competency-divided resumé (summary, professional experience, and then education). The resumé should be concise, interesting, informative and always be adjusted to the job you are applying for. Therefore, describe what you can offer in relation to the employer’s needs – as outlined in the job posting.

If you already have a job similar to the one you are applying for, simply describe which relevant tasks you are currently undertaking and put less emphasis on your core competencies. Your current job shows which skills you possess and the tasks you are already able to perform. Make sure that you emphasize the valuable fact that you, due to your current job, are able to take on assignments and contribute from day one. Furthermore, it is important to give a good explanation of why you wish to change jobs.

Additionally, it is important to avoid any gaps in your resume. If you have been unemployed, it is therefore a good idea to begin with a description of your core competencies, to draw attention away from your unemployment. When you describe your competencies, it is key to write in present tense and use nouns – it creates a more powerful language and tells the reader that your knowledge is intact. However, when you describe your results it is fine to refer to them in past tense. Finally, when you comment on your personal competencies it is recommended to use adjectives.

The summary should contain the below information and be written in present tense (the headlines below are simply to guide your writing process and should not be part of the final summary):

- **Experience:** Show that you are familiar with the latest knowledge within your specialty, elaborate on your biggest projects, assignments etc. and elaborate on relevant job experience as well as which field(s) you were working within.
- **Key competencies:** Describe your top 5-8 professional key competencies – think about the ones you are best at and those that give you energy.

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- **Business/industry:** Which industry/industries do you have experience with?
- **Personal and social:** What kind of person are you? (E.g. analytical, a relationship builder, a team player) and how you prefer to work?

The summary could include the following phrases and structure:

As an engineer in... I have solid experience within different aspects of Service Delivery Management. I have in-depth experience with System Management tools such as SLA reporting...

I am passionate about complex IT solutions and possess key competencies such as: System Management, DNS, system analysis, operational systems, cloud based solutions and Mobility.

As (job title) at (company name) I can create value in the form of...

- **Management:** *I am good at maintaining control of the situation and stay focused on important details, and I have a particular emphasis on quality and motivation.*
- **Energy and assertiveness:** *My energy level is high and I always strive to serve as a good example. I am very persistent and able to get through with my ideas and thus create results. I have a well-documented customer satisfaction record within organizations undergoing constant change.*

PROFESSIONAL EXPERIENCE

2012 – Present **Position, place of work, department (if any)**

Describe your relevant tasks and potential results the company may find useful. For example:

Responsibility and tasks:

- **System Design:** *planning, preparing and implementing*
- **Service Delivery Management:** *development, support and training of customers and business partners*
- **Project management:** *planning and execution of a broad range of events, campaigns, and projects – from small seminars to large events with more than 400 participants*
- **Marketing:** *planning and handling of marketing activities as well as a variety of creative marketing initiatives*
- **Communication:** *communication to different stakeholder groups amongst customers, business partners, the press and internal communication*
- ...

Results:

- ...

It is important to draw up success stories (also called results in a resumé)

We recommend that you prepare success stories, which will later serve as results in your resumé, because you will obtain a higher level of credibility by explicating your results. Always present success stories where you have utilized the competencies that are relevant to your current job search.

You can do this by drawing up a new document in which you describe your success stories from e.g. your work life or voluntary work.

1. The situation/task, role and efforts – what was the task, your responsibility and what did you do?
2. Result and effect – what were the results of your efforts? What was the effect/long-term effect, if you have been long enough in the organization to see this?

It is advantageous to have several success stories/results so you can use them in relevant contexts – if you have many years of experience, you should mention at least eight to ten results. Combine section 1 and 2 into a little story of no more than 2-4 lines and place the story below the job where you carried out the task and achieved the result.

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2010 – 2012 **Position, place of work, department (if any)**

Same procedure as described above, but let the length of the paragraph reflect the job's relevance to the job you are applying for – and always focus on the elements that can help you get this job.

INTERNATIONAL EXPERIENCE *(Make a brief description and only mention what is most essential and relevant)*

EDUCATION & COURSES *(Make a brief description and only mention what is most essential and relevant)*

2008 – 2010 **MSc in title of education, from place of education, specialized in...**

- **Academic focus:** ...
- **Master's thesis:** Describe the purpose with the project, the results and the areas it concerned.

Briefly describe what your education have enabled you to but make sure that it is relevant to the job you are applying for.

2009 **Internship at name of company**

2005 – 2008 **BSc in title of education, from place of education**

- **Academic focus:** ...
- **Bachelor's thesis:** Describe the purpose with the project, the results and the areas it concerned

2008 **Exchange stay at place of education**

Courses & post education training

You should only include what is relevant for the job you are applying for and list these in reverse chronological order.

2013 **Name of course/certificate.** Short description of this.

2010 **Name of course/certificate.** Short description of this.

LANGUAGE

Danish: Native language
English: Full professional proficiency
German: Limited practical proficiency
Norwegian: Elementary proficiency

IT *(If the employer seeks a candidate with knowledge of a specific program/application, you should state your abilities within this)*

Microsoft Office: Routine user (or e.g. "extensive experience with the whole Office suite")
Adobe Creative Cloud: Routine user
Solid Works: Basic skills

LEISURE & INTERESTS *(Or create your own personal headline)*

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A short description of yourself helps the prospective employer to get an idea of the type of person you are – voluntary work and exiting hobbies can moreover create interest in you as a person.

Unless specifically asked for, you should not enclose graduation certificate.

This paragraph could include:

Leisure interests – *“I play/go to... I have always been very interested in...”*

Civil status – *“In a relationship/married, one child aged x, born in 2xxx...”*

You could also write if you have lived abroad, carried out volunteer work (if relevant) or travelled a lot.

However, avoid using clichés and do not get too personal – e.g. *“I enjoy taking long walks at the beach...”*

REFERENCES

You need to be ready to furnish references when you apply for a job, but instead of listing them in your resume you should write that you are happy to provide these upon request. This allows you to prepare your references to be contacted. Write for example:

“References will be given upon request.”

- Finally, remember to convert your resume and cover letter to PDF-format before you send it.