

# 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

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 are newly educated and have limited professional experience, it is recommend employing the reversed chronological resumé (summary, education and then professional experience). 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. Preferably, write in present tense as it creates a more powerful language and tells the reader that your knowledge is intact. Make sure that your resumé is as inviting, clear and easily read – and it should not be longer than two pages.

The summary should include the below information and should 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:** Elaborate on your biggest projects, assignments, thesis etc. and elaborate on relevant job experience (if you have any) and as well as which subject area(s) it involved.
- **Key competencies:** Describe your top 5-8 professional key competencies – think about the ones you are best at and those that give you energy. Are you unsure about how to describe them? Then read the course/program description from your university.
- **Business/industry:** Which industries have you had experience with or worked with? (e.g. in connection with assignments or projects or a student job)
- **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 ... I have in-depth experience with...*

*I am passionate about ... and possess key competencies such as...*

## EDUCATION & COURSES

September 2013 – July 2015 **MSc in title of education, from place of education, specialized in...**

Describe what your education has given you – what has your education made you capable of? Remember that it has to relevant to be the job you are applying for. Elaborate on the results you have made (structure these in a well-arranged format such as bullet points) and you can mention your grade point average if it serves as

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an advantage. Results can also be assignments and projects you have been working on and, if any, those that have been implemented in a company. You could write:

*As an engineer in... I am capable of...*

*I have experience within:*

- *User-centered product development*
- *Market research and analysis of requirements*

August 2014 – December 2014

### **Internship at *name of company***

You could briefly elaborate on what you have gained from this experience.

#### **Master's thesis: ...** (Perhaps your grade)

Make sure you describe your master's thesis (or your final project) as many who are newly educated get their first job based on this. Describe the purpose with the project, the results and the areas the project dealt with. For example:

*The thesis was carried out in collaboration with (company name) and is concerned with..., and has addressed the following areas:*

- *Analysis of...*
- *Development of...*
- ...

September 2010 – June 2013 **BSc in *title of education, from place of education***

Use the same procedure as described under the master's degree. For example:

*As a bachelor in... I have experience within:*

- ...
- ...
- ...

August 2012 – December 2012 **Exchange stay at *place of education***

You could briefly elaborate on what you have gained from this experience.

#### **Bachelor's thesis: ...** (Perhaps your grade)

Use the same procedure as described under the master's thesis, for example:

*The preparation of my bachelor thesis has provided me with thorough knowledge of... and is concerned with:*

- *Competitor analysis*
- *Concept and product development*

### **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.

## PROFESSIONAL EXPERIENCE

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June 2014 – May 2015 **Student assistant, *place of work, department (if any)***

Describe your relevant job assignments and any results the company might have used/implemented. For example:

### Responsibility & tasks:

- *Responsibilities*
- *Relevant tasks*

### 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 education, student job 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 – as a newly educated we recommend 2-5 stories. Combine section 1 and 2 into a little story of no more than 2-3 lines and place the story below the education/job where you carried out the task and achieved the result.

October 2010 – May 2014 **Student assistant, *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.

February 2005 – September 2010 **A variety of positions, primarily within... (e.g. *customer service*)**

If your former jobs are not directly relevant for the job you are applying for but still contribute to a positive description of yourself, you could group them instead of listing them separately.

- **Position:** *waiter, telemarketer...*
- **Achieved experiences:** *e.g. coordination, organizational knowledge, a broad overview and a structured approach.*

## LANGUAGE

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**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*)

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<b>Microsoft Office:</b>	Routine user (or e.g. “extensive experience with the whole Office suite”)
<b>Adobe Creative Cloud:</b>	Routine user
<b>Solid Works:</b>	Basic skills

### VOLUNTARY WORK

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January 2012 – October 2014 **Volunteer at ...**

Include if it contributes positively and if it has provided you with competencies – e.g. network establishment, event organizing etc.

### 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 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

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You need to be ready to furnish references when you apply for a job, but instead of listing them in your resumé 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 resumé and cover letter to PDF-format before you send it.