

NEWLY GRADUATED

CV example

CV XXXXXXXX XXXXXX

Personal details

Name
Address
Phone: xx xx xx xx xx xx
Email: xx@gmail.dk
LinkedIn profile: xxxxxxxxxxxx

Professional
photograph

Professional profile

Holding a MSc in Economics & Business Administration, I am development-oriented and numerate with a flair for optimising and simplifying processes. I am passionate about developing and optimising, which is why it is particularly meaningful for me to help ensure optimal performance and deliveries at Kibok Group going forward. As Business Controller at Kibok Group, I can contribute with my experience in controlling and optimising processes and workflows. In addition, I am an experienced budget planner and am able to bring thoroughness and attention to detail to the role. As an experienced user of SAP and Excel, I think innovatively in terms of streamlining and am capable of ensuring a continuous flow in your workflows.

Education and training

2022-2024 Master of Business Administration, University of Southern Denmark

- **Professional focus:** The programme has given me an in-depth understanding of a wide range of fields, including strategic accounting, financial management and process optimisation.
- **Relevant projects and courses**
 - **Subject:** Trends in Applied Economics - the course has provided me the tools to work with and address financial issues at the regional and international level.
 - **Thesis:** International economic perspectives - the focus was on international companies and their management of strategy and processes.

2021 Exchange programme at London School of Economics (one semester)

2019-2022 B.Sc. in Economics and Business Administration General track, Copenhagen Business School

Professional experience

2023-2024 Student worker, Bavnedal Municipality, Economic Administration

- **Communication:** Preparation of notes and analyses

1

The layout of this CV is one example of how a CV may be formatted. Use a layout that is right for you. The important thing is that it is clear and easy to read and is always tailored to the specific position you are applying for.

At Djøf, we are seeing an increasing number of companies that do not request applicants to include a picture with the application. This is why we recommend that you pay attention to any company's picture preferences before you submit your application. Generally, there is no expectation that you as an applicant enclose a picture with your application material. So, in the end it is entirely up to you to decide whether to include a picture with your CV or not.

Begin your CV by writing a summary of the most important and relevant points from your CV. Ask yourself the following: If the company would only read this section of my CV, what would I write here? A good profile text contains a professional presentation, professional qualifications and a statement of your motivation for applying for the job concerned.

Describe what you bring from your education that is relevant to the specific job you are applying for. You may highlight particularly relevant projects and/or courses. You may also mention your grade point average if it speaks in your favour.

State specifically which tasks you have completed that are relevant to the business. Here are the relevant tasks/skills highlighted in bold font. Alternatively, you may format this section based on the example below:
2023-2024 Student Worker ...
Tasks:
• Preparation of notes
• Budget planning and support
Benefits: The position has strengthened my skills in ...

NEWLY GRADUATED

CV example

- **Budget planning:** Budget and budget planning support. Responsible for developing new budget model
- **Reporting:** Support for monthly reporting

2021-2023 Student Worker, HiT Analysis

- **Analytical work:** Preparation of business analyses
- **Statistical work:** Data processing for customer reports
- **New skill:** Experience using AI and Chatbots with a focus on efficiency.

2015-2020 Various positions, primarily in the service sector

- **Positions:** Waiter, Bartender, Newspaper Deliverer
- **Outcomes:** Acquired general service skills such as identifying customer needs and handling pressure-filled situations. In addition, I gained in-depth organisational insights.

Volunteer work

2020-2023 Lead organiser, Hjælp børnene, Analysis group

- **Analyses:** Spearheaded several large quantitative studies and reports on topics such as volunteer satisfaction, etc.
- **Data management:** Data management in SPSS
- **Strategy:** Contributed to a successful new volunteer retention strategy.

Courses and Case Competitions

2022 Excel for Controllers and CFOs, PeopleNet, two days

2021 Case Competition "Doing Business In", Djøf, four days

- My team created an entry strategy in the Chinese market for a pharmaceutical company.

IT skills

SAP: Superuser

Office suite: Extensive user experience with the entire Office suite, including Excel

ChatGPT: Experienced user

PowerBI: Experienced user

Hobbies

I have always enjoyed playing ice hockey and still spend a lot of time on the sport in my spare time. When I am not on the ice, I enjoy foraging in the forest, collecting various mushrooms and berries depending on the season.

References

Available and may be obtained on request.

You may group together your previous jobs if they are not directly relevant to the job you are currently applying for, but still contribute positively to the overall description of your work experience. If you have not achieved any specific results in these jobs, you may describe your professional outcomes instead.

Describe your volunteering in the same way as your work experience. However, make it clear that this is volunteer work.

Select the courses and Case Competitions, if applicable, that are relevant to the job you are applying for. Feel free to elaborate briefly by stating the relevant benefits and outcomes.

Remember to indicate the level of your IT skills. If special language skills are relevant to the position you are applying for, they may be added in the same way as the IT skills section.

Write that references may be obtained on request rather than including them in your CV. This allows you to prepare your references for the possibility that they might get a call.