

CV example

CV XXXXXXXX XXXXXX

Personal details

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



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.

Professional profile

As a B.Sc.(psych.) student in my third semester, I am currently increasing my understanding of organisations, including work culture and employee behaviour. The study programme provides a solid basis supporting and working with various work and leadership related initiatives that aim to ensure an agile and well-functioning organisation. I have a keen interest in employee behaviour and satisfaction, which is why it is particularly meaningful for me to contribute to future projects and initiatives at STAF Consulting. I am used to keeping several balls in the air and can contribute with a proactive and structured approach to work.

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 and a professional motivation for the job you are seeking.

Education and training

2023-2026 **B.Sc.(psych.) – business economics and psychology, Copenhagen Business School**

- **Academic focus:** In addition to improving my skills in the fields of economics, organisation and psychology, during the first year and a half of the programme, I chose to specialise in employee behaviour and satisfaction.
- **Relevant assignments and courses:**
 - **Task:** Investigate employee satisfaction in a large private company with a focus on the use of KPIs (Grade: 12).
 - **Course:** "Organisation in a micro perspective" – the course provided an insight into the challenges associated with a modern organisation and how to deal with them.
- **Benefits:** Tools in business economics, change management and psychology. In addition, I have strengthened my skills in working with multidisciplinary teams in both Danish and English.

Describe the various aspects of your education that are relevant to the specific job you are applying for. Include a summary of the skills you have acquired in your educational programme or highlight individual courses/exam projects. Remember to write a little about the skills you have gained from the course/assignment.

Professional experience

2023/4–current **Waiter/Team leader at Café Rosalié**

- In charge of the onboarding of new employees.
- Responsible for developing communication material for the café's social media outlets.
- Responsible for making the staff schedule, as well as coordinating and covering for staff on sick leave.

Outcome: From my experience working as a waiter, I have learned how to ensure good customer relations through a balanced and respectful dialogue, as well as how to maintain accurate and good communication through the café's use of social media. In addition, I have strengthened my capability to collaborate and coordinate through my role as team leader.

Consider the responsibilities you have had and the benefits you have gained. Alternatively, you may format this section based on the example below, where skills are highlighted and areas of responsibility follow:
 Waiter at Café Rosalié

- Onboarding: In charge of training new employees
- Communication – Development of communication material for the café's social media
- Customer management – Identifying customer needs through trust-based dialogue

STUDENT

CV example

2021/8-2023/3 Telemarketer at Telemarketing NU

- Sales of the group of companies' various product lines.
- Planning and organising of team-building events.

Benefits: As a telemarketer, I learned how to understand customers' needs and create value for the individual customer. This is one of the reasons why I was named the best-selling telemarketer in November 2022.

2019/2-2020/12 Teacher's assistant at a 24-hour care centre

- Responsibility for children's well-being and development as well as medication management.
- In charge of written communication with parents and management.

Benefits: The job underscored the importance of upholding kindness, humour and recognition in your relationships, even in a sometimes hectic everyday life.

Volunteer work

2021/1-2021/7 Voluntary Help - Volunteer, Jordan

- Planning of English classes for Syrian widows and female teenagers who had fled to Jordan.

Outcome: With the goal of empowering the women involved, I created a safe space for the women to showcase and present their culture. I gained an in-depth understanding of how to build trusting relationships while meaningfully engaging with people in a vulnerable position.

Language skills

English: Fluent in writing and speaking **German:** Conversational
Spanish: Conversational

IT skills

Excel: Experienced user **Office:** Extensive user experience with the entire office suite
RStudio: Experienced user **ChatGPT:** Experienced user

Hobbies

I have played badminton for many years and still play every Tuesday, so the sport is still very important to me. I also spend a lot of time crocheting, eagerly trying to follow in the footsteps of my mum who is a former Danish crochet champion.

References

Available and may be obtained on request.

Describe your experience as a volunteer in the same way as you have described your work experience.

It is a good idea to indicate the level of your language and IT skills.

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. If you have good references, ask them to write a recommendation for you on LinkedIn.