

# Cv example – Recent graduate

## CV XXXXXXXX XXXXXX

### Personal data

Name  
Adress  
Data of birth: xxxx  
Tel: xx xx xx xx  
E-mail: xx@gmail.dk  
LinkedIn Profile: xxxxxxxxxxxx

Professionel foto

### Professional profile

I am a development-oriented and highly numerate MSc focused on process optimisation and simplification. I have a professional passion for development and optimisation, which makes it especially meaningful for me to be involved in assuring performance and deliverables for the Kibok Group going forward. In the position as Business Controller with the Kibok Group, I will be able to contribute my robust experience within controlling and optimisation of processes and procedures. I will bring my dynamism and drive to the position in overcoming challenges and fulfilling remits. As an experienced user of SAP and Excel I will be quick to spot new ways of streamlining and stabilising your workflows.

### Education

#### 2018-2020 MSc in Business, Language and Culture, Copenhagen Business School

- **Professional focus:** Strategic accounting, management accounting and process optimization
- **Topic of MSc thesis:** International financial perspectives: the focus on international companies and how they control strategies and processes.

**Results:** A grade average of 9.5 out of 12

#### 2019 Student exchange at London School of Economics (1 semester)

#### 2015-2018 BSc in Economics and Business Administration, Copenhagen Business School

### Work experience

#### 2018-2020 Student assistant, Finance Administration, Bavnedal Municipality, Denmark

- **Communication** – Compilation of reports and analyses
  - **Budget planning** – Support for budgeting and budget planning
- Results:** I assisted in the development of a new budgetary model which optimised the consolidated budget and resulted in error reduction

#### 2017-2018 Student assistant, HiT Analyse

- **Analysis tasks** – Analytical tasks in support of preparation of reports

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← This is one example of how to lay out a cv. Go for a layout that works for you – the main thing being to make it intuitive and readable at a glance.

← Your profile should match the job you are applying for. Describe what you have to offer in relation to what your prospective employer needs.

← Describe what you have to offer from your education, mentioning only aspects relevant to the job you are applying for, and the results you have achieved. You can mention your grade average if it is to your advantage and will be comprehensible internationally.

N.B. Results needn't be your average grade/degree class! You could also mention a study project you did, where the conclusions were used by an organisation.

← Be specific about the jobs you have had, the results you achieved and how they could be put to use by your prospective employer. Here, relevant projects are shown in bold. Alternatively, lay the items out as shown in the example below:

2017-2020 Student assistant ...  
Duties/projects:  
• Preparation of reports  
• Budget planning and support  
Results: I assisted in developing a new budgetary model ...

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- **Statistical work** – Working up data for customer reports
- Results:** Contributed to a report which secured a regular supply contract with the customer
- 2013-2016 Various positions, primarily within the service sector**
- Positions: Waitressing, bartending, newspaper delivery
  - Benefits: General service skills for fulfilling customer needs. Dealing with situations under pressure. Organisational insight.

If your previous jobs are not relevant to your application, simply group them as one, but in such a way that they add to the positive overall impression of who you are. If you have not gained any results or achievements in these jobs, you can describe what you gained from them professionally.

## Voluntary work

- 2015-2018 Vice-Chair, Kumone Andelsforening (cooperative society)**
- **Campaign manager** – Lead in an environmental campaign for green private consumption
  - **Networks** – Spearheaded networking activities with other cooperatives and facilitated the network meetings
- Results:** As campaign manager, I was involved in realising an unprecedented improvement in the cooperative's green accounts.

Describe your voluntary work in the same way as your paid work experience. But do make a point of it being voluntary work.

## Courses and Case Competitions

- 2017 Excel for controllers and financial managers, PeopleNet, 2 days**
- 2016 Case Competition “Doing Business In”, Djøf, 4 days**
- **Results:** My team came in second with an entry-strategy on the Chinese market for a pharmaceutical company

Select the courses and Case Competitions that are relevant to the job you are applying for. Highlight in brief the relevant benefits to you from the course or Case Competition.

## Language skills

- English:** Spoken and written fluency  
**German:** Conversational level  
**Spanish:** Conversational level

Remember to indicate the level of your language skills.

## IT skills

- Excel:** Proficient user  
**SAP:** Superuser  
**Office suite:** Extensive user experience of the entire Office suite

Remember to indicate the level of your IT skills.

## Leisure interests

I am energised by maintaining a physically and mentally active lifestyle. This is why I play badminton at an advanced level and challenge myself professionally through my voluntary cooperative work. I relax best in my kitchen, experimenting with new recipes to delight my partner and family.

Your leisure interests add to the all-round impression of who you are. So, briefly describe your leisure interests and activities.

## References

Available on request.

State that references are available on request rather than detailing them on your cv. This gives you a chance to give your references notice to expect a phone call.