

Career Services SML



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School of
Management and Law

Curriculum Vitae/ CV



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CV Structure

Categories of a CV

- Personal data (including professional photo)
- Short profile (optional)
- Work experience
- Education
- (Extracurricular activities)
- (Continuing education)
- Language skills
- IT Skills
- Interests
- References

CV example

Daniela Muster

Zürcher Hochschule
für Angewandte Wissenschaften



Personal Data

Date of Birth: 15. 11. 1996
Nationality: Swiss
Marital Status: Single

Address: Musterstrasse 55
8045 Zurich

Mobile: +41 (0)79 123 45 67
E-mail: daniela.muster@provider.com



Short Profile

Aspiring Bachelor's graduate in Business Administration with a major in General Management with international experience in branding, marketing and communications. I am an independent, communicative and responsible person. Fluent in German and English.

Education

09/2019 – present **Bachelor's Degree Program in Business Administration with a Specialization in General Management, Expected graduation: 06/2022**
ZHAW School of Management and Law, Winterthur

03/2019 – 06/2019 **Language Stay (English)**
International Language Campus, Honolulu, Hawaii
Cambridge Certificate in Advanced English (CAE)

08/2015 – 07/2016 **Commercial Vocational Baccalaureate for adults**
KV Zürich (former KV Zürich Business School), Zurich

08/2012 – 07/2015 **Commercial Apprenticeship E-Profile**
Graduation with a federal certificate of proficiency
KV Zürich (former KV Zürich Business School), Zurich

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Professional Experience

06/2020 – present **Muster & Young Schweiz AG, Zurich:**
Internship in Marketing & Communications (60%)

- Participation in the launch of various marketing initiatives
- Implementation of a new global website in Switzerland
- Various organizational and administrative tasks (e.g. marketing concepts and controlling)

08/2016 – 02/2019 **Kanton Zürich, Strassenverkehrsamt Zürich-Albigüetli:**
Accounting Specialist (80%)

- Processing of accounts payable and accounts receivable
- Processing of garnishment documents and payment orders
- Processing of inquiries regarding debtors / creditors as well as various clarifications with external and internal stakeholders

08/2012 – 07/2015 **Kanton Zürich, Strassenverkehrsamt Zürich-Albigüetli:**
Commercial Apprenticeship

Extracurricular Activities

08/2016 – present **Volleyball Club Zürich: Coach Juniors U12**

- Team Coaching
- Training implementation

Languages

German: Mother tongue
English: Fluent, C1
Cambridge Certificate in Advanced English CAE
French: Basic knowledge, B2

IT Skills

Microsoft Office: Very good knowledge
SAP: Very good knowledge
Adobe InDesign: Basic knowledge

Interest

Volleyball (since 8 years)
Salsa
Cultural trips in Asia

References

Upon request

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Structure

Personal data

- First and last name
- Address
- Phone number
- Professional email address (not from ZHAW)
- Date of birth
- Nationality / Work permit
- (Marital status (possibly children))

Structure

Professional application photo

- Neutral background
 - Formal clothing (appropriate for the industry)
 - Up to date
 - Image detail: Head and shoulder area
- Professional photography, no cell phone pictures

Structure

Short profile (optional)

- Short and concise: 3 to 4 lines are enough!

Example

"Prospective Bachelor's graduate in Business Administration with a Specialization in General Management with international experience in branding, marketing and communications. I am an independent, communicative and responsible personality. Fluent in German and English."

Structure

Work experience

Reverse chronological order including month and year

For each job/internship/part-time job:

- Period of employment (e.g. 08/2016 - today)
- Name and location of the company
- Job title
- 3 -5 Bullet Points with the description of the work tasks

Structure

Education

Reverse chronological order including month and year

For each education entry:

- Period (e.g. 09/2018 - 06/2020)
- Study program
- (Focus area)
- Name and location of the university/school
- Expected date of graduation
- Title of thesis (optional)
- Final grade (optional, if very good)

Structure

Extracurricular activities

- Voluntary work, association activities, involvement in student clubs etc.
- Arrange as formal as a job entry (see work experience)

Continuing education

- Arrange as formal as an education entry (see education)

Structure

Languages

- Languages in the left column
- Competence in the right column (e.g. mother tongue, business fluent, fluent, very good, good, basic knowledge plus levels A1 to C2)
- Language diplomas or language stays below in the right column

IT-Skills

- Programs in the left column
- Competence in the right column
→ Arrange as language skills

Structure

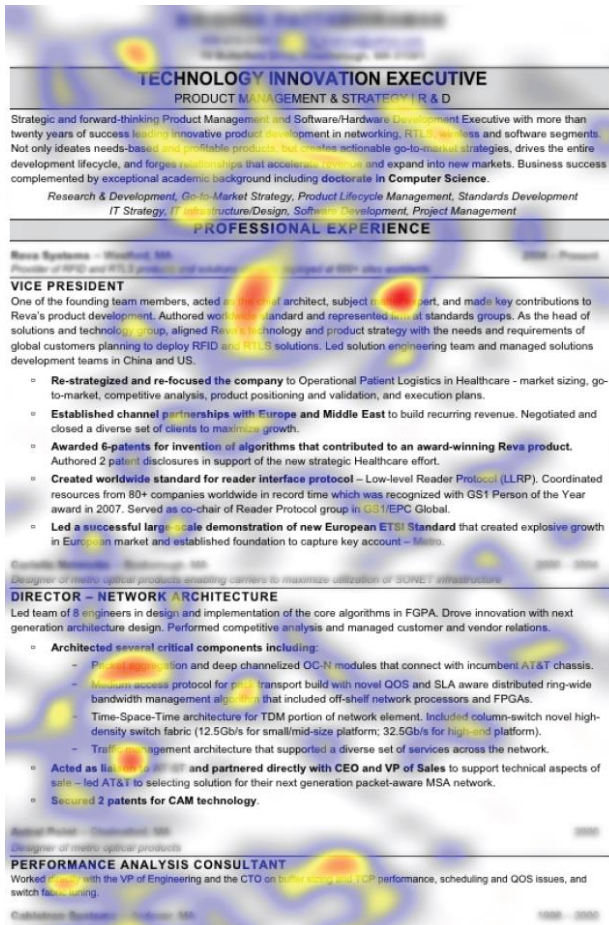
Interests

- Left column: General term like sports, travelling, reading etc.
- Right column: Concretization of the interest. E.g. sports including club membership, favorite regions for travel, favorite author

References

- “upon request”
- Do not mention names

Mit den Augen der Recruiter/innen



- Approx. 3 minutes per application dossier
- Focus on the - for the company - relevant points

Conclusion

- ✓ Clear structure
- ✓ Use keywords
- ✓ Focus on the relevant information
- ✓ If graphics, then unmistakable

Quelle: Evans, W. (2012). Eye Tracking Online Metacognition: Cognitive Complexity and Recruiter Decision Making. The Ladders.

Thank you.

