

Make sure you have a photo that shows professionalism but also friendliness. Use your LinkedIn photo rather than your Facebook photo.



- First and last name and titles (if any).
- Street, number, postal code and city on one line.
- Date of birth
- Mobile number, email address and your public LinkedIn address

Name Last Name

Schiekade 50
3062 PA Rotterdam

01 January 1990, Zurich

06-12345678

Name_lastname@gmail.com

[Linkedin.nl/namelastname](https://www.linkedin.com/in/namelastname)

You can use this side banner for all your personal information, your interests, skills and if it fits your (Personal) Profile

Sports

- 3 international football tournaments in Sweden (Gothia Cup) and Denmark
- Member of the football team of EUC (July 2009)

Hobby's

- Sports
- Automotive industry
- Politics
- Travelling

PROFILE

I am an independent, hardworking, however relaxed Communication graduate from the Erasmus University College. I have good understanding of social media and building websites and I'm experienced in working with SEO, analysing google analytics and web designing in HTML. It's my goal to help companies to get their social responsibility message across effectively by use of social media. I'm known for my creativity and drive to make the world more beautiful.

In your profile (or personal statement) you can give a description of the solution or added value you are for the company. Try to make this as specific and concrete as possible. Mention your strong points. Only a few lines.

EDUCATION

- 2020 – present **Business Administration, Erasmus University Rotterdam**
Master: Management of Innovation
Relevant courses:
- Theory of Innovation Management (grade: 8/10)
- Project management (grade: 7/10)
- Stakeholders Management of Innovation (grade: 7,8/10)
- Innovation and Services (grade: 7.2/10)
- 2017 – 2020 **Business Administration, Rotterdam School of management, Erasmus University Rotterdam**
Bachelor: Business Administration
Relevant courses:
-
- 2011 – 2017 **VWO, Pre-university education, The Hague**
Profile: Economics & Society (diploma, average grade)

Since you're a student, your strongest selling point is (probably) your education. Mention your program, your university and relevant courses you've followed.

PROJECTS

- 2020 – present Master thesis: "Innovation within the commercial services sector":
- (what exactly:) Research into the...
- (how:) Used ... techniques to examine ...
- (result:) The result was The recommendations were followed and are currently being implemented.
- 2019 Seminar: Stakeholders Management and Innovation:
- for L'Oreal: research into
- 2018 (May) Study trip: Singapore
- Organized..... amount participants
- Raised money €....
- Visited:
- 2017 Business plan: Name
- what...

Maybe you don't have work experience in the field you want to work in, but often you do have SOME experiences! Highlight relevant study projects you've worked on such as your thesis (Ba and Ma), a group assignment, a seminar (ESE), a (business) case etc.

WORK EXPERIENCE

2019 – current

**Assistant credit manager for Corporate
Industrial and Commercial Bank, Amsterdam**

- Ensure timely execution of daily work covering loan rollovers (obtaining of funding, rate fixing, monitoring receipt of incoming funds from borrowers, making payments to participating banks)
- Send loan rollover / loan rate fixing information to clients
- Monitor receipt of funds (clients / participating banks)

2018 June – aug

**Financial assistant (intern)
Bank of East Asia, Rotterdam**

- Check security documents / offer letters related
- Examine all documents regarding L/C
- Assist in daily loan operations
- Ensure data accuracy of credit facilities
- Provide office administration support for branch

BOARD/MANAGEMENT- AND ORGANISATIONAL ACTIVITIES

2020 – present

**Erasmus Student Network (ESN)
External Affairs Officer**

- Managed the external contacts of ESN
- Expanded ESN-Network (+12 companies)
- Organized CareerDay (number of participants)

2017 – 2018

**University College Student Representatives of the Netherlands (UCSRN)
Treasurer of the Academic Committee**

- Managed the allocated budget (5800 euros).

As a general member of the committee:

- represent EUC in the committee,
- collaborate with other University Colleges in organizing academic events: Masters Fair, Conferences.

ADDITIONAL INFORMATION

Languages

Languages	speaking	reading	writing	understanding
Chinese	Mother tongue			
English*	C1.1	C1.1	B2.2	B2.2
German**	B2.2	B2.1	B2.1	C1
Dutch ***	A1	A2	A1	A2

According to the Common European Framework of References (CEFR)

* Cambridge English certificate (2015)

** Goethe institute, Bonn Germany (2016)

*** Language and Training centre Erasmus Unive

ICT

Advanced handling of Microsoft Office, Stata, SPSS.

Awards/
distinctions

Dean's list, awarded to top 10% students - Spring 2016
3rd place at Regional geography Olympiad - February 2013
2nd place at Regional geography Olympiad - March 2012

Architecture:

Extra-curricular course of architecture at Powerhouse Company Rotterdam (2016)

You're CV will be scanned in 9 seconds, so make your cv "scannable", by enumerating your tasks and responsibilities (use dashes or bullets). Start every sentence with a verb.

You can sort your experience by theme. For instance 'Financial (work)experience' and 'board/management experiences'. By using headers containing your field of interests, you make it easier for the reader to read your CV. Since you're a student you probably don't have a lot of paid experiences. You can add your voluntary experiences here as well.

Prove your skills with certificates, if you can't, then use levels like: advanced, (high) intermediate, basic.