

Name, Last Name,

Street, zip code, City
Date of birth, Place of birth
Phone number
E-mail address
LinkedIn Profile

- 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

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



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 – current

Business Administration, Rotterdam School of management, 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:

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

2011 - 2017

VWO, Pre-university education, The Hague

Profile: Economics & Society (diploma, average grade)

STUDY PROJECTS

2021 – 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

Maybe you don't have work experience in the field you want to work in, but often you do have SOME experiences! Highlight relevant projects you've worked on or seminar you did participate in.

WORK EXPERIENCE

2020 – current

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

- Ensure timely execution of daily work covering loan 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)

2019 June – Aug

Financial assistant (intern) Bank of East Asia, Rotterdam

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

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 the enumeration with a verb.

You can sort your experience by theme. For instance 'Communication 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.

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)

2019 – 2020

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 University Rotterdam

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

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)