

Curriculum Vitae

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Introduction

A literal translation of *Curriculum Vitae*, or 'CV', is 'course of life'. However, a CV as used on the job market is only a summary of relevant personal details, educational background and work experience. A CV is not, therefore, a reference work that lists every highlight of your existence, but is more like a short guide or an elaborate business card. The purpose of your CV is to give an employer an idea about who you are and of what work and performances you are capable.

Since most employers are interested primarily in your experience, in your knowledge and in your capabilities, it is advisable to devote most effort to that part of your CV. Begin your preparations for writing your CV as follows.

Work Experience

List all the jobs you have had to date, specifying job title, the name and domicile of the organisation, the department where you work or worked, and the period that you held that position. For example:

2000-2001: Rotterdam School of Management, Erasmus University Rotterdam Student assistant

For each job, you should then explain precisely what specific work you did. To some degree, this will require you to dig around in your memory, particularly if you have been working for a number of years or if you held different positions at different organisations. Describe all work and responsibilities that you can remember. To help you remember, you could use any job descriptions that you may have, or old day planners. Do not hesitate to make a note of every activity that you recall: you are still working on the preparation. For example:

2000 – 2001 Rotterdam School of Management, Erasmus University Rotterdam Student assistant

- Helping students and faculty staff with
- Receiving visitors
- Answering incoming telephone calls

Once you have listed all your responsibilities, see whether any of them can be combined. For example, activities like 'helping students and faculty staff' and 'receiving visitors' and 'answering incoming telephone calls' can easily be combined into 'providing information to both internal and external contacts.' Such a summary also implies that you possess communication skills, since providing information requires that ability.

Reduce your list of responsibilities to such summaries wherever possible, particularly if that allows you to demonstrate that you possess particular capacities. That list of activities completes the body of your CV. Should you decide to apply for a job, you can select that information from the list that is relevant to the new position, and tailor your CV to fit that job.

Important considerations

Work placements or final projects at companies or organisations can also be listed under 'Work Experience'. It does not matter whether the work was paid or unpaid: what matters is the work that you have done, the responsibilities that you have had, and the skills that you have acquired, regardless of whether or not you were being paid. If you're still not comfortable putting paid and unpaid experiences on the same list, you could solve the problem in the following manner: Write the heading 'Work Experience' as follows: '**Work and Other Experience**'. In some cases, practicals or the seminars or your research for your Bachelor's/Master's degree can also be listed under the heading 'Work Experience'. What matters is whether the project/research was carried out for a business (existing or fictitious). Research consisting only of a study of relevant literature, conducted primarily from your desk, belongs under the heading 'Education'. The third and perhaps best option is to include a separate heading for '**Study Projects**', where you can list all your study-related projects: work placements, final projects, thesis, practicals, seminars, Bachelor's/Master's research and exchange programmes, if applicable. As a rule, you should position the 'study projects' section between 'Education' and 'Work Experience', unless your work experience is truly impressive, in which case the study projects should be listed under the heading 'Employment Record'.

Study projects:

- 2008 Master thesis: Innovation within the commercial services sector (grade: 7): Research into the Used techniques to examine Carried out a qualitative study into, demonstrating that The result was The recommendations were followed and are currently being implemented.
- 2007 Work placement (3 months): name of organisation, job title, research into Used the following techniques to study
- 2007 Practical (2 months): Stakeholders management and Innovation:
- for L'Oreal: research into
- for Heineken: business plan for the department
- 2006 Practical (2 months): Innovation and Services
- for Grolsch: research into
- 2006 Exchange or Study trip (5 months): travelled to ... as part of Studied, examined; objective:

When you're on a work placement, your job title is not 'trainee' or 'intern', but rather 'junior accountant', followed by 'student trainee' (in brackets); or you could be a 'junior marketing researcher (student intern trainee)'. The job title 'student trainee' has little meaning, and does not allow the reader to deduce what you did when you were there. It is advisable to use a job title that explains what work you did. Adding '(student intern trainee)' to the job title says enough.

Combine your work experience into groups wherever possible. It is easier for readers to read several large blocks of substantial work experience than to read lots of small blocks. Say you spent a number of years working a side job for a computer technology company, and held multiple positions there. You started doing paperwork, after which you were allowed to help out working on projects, and a year later you headed up a small project of your own. Specifying these experiences three times on your CV, with all the relevant details, is clumsy; it is better to combine them.

Example:

2000 – 2002 **Name of computer technology company, domicile**
2002 Project leader for project:
 Duties:
2001 Project team member
 Duties:
2000 Office employee
 Duties:

However, you can save even more valuable space, because you should only specify that experience in this manner if all of it is relevant. If it is not, you should present it as follows:

2000 – 2002 Name of computer technology company, domicile
 Held various temporary positions, such as project leader, project team member
 and office employee. Principal duties:

You can also use this format to list various less relevant temporary jobs and weekend jobs. You will be demonstrating that you did not sit around doing nothing as a student, but at the same time you won't bore the reader with less interesting information.

2000 – 2002 various temporary jobs, including restaurant worker,
 secretary, production worker.

Sometimes these side jobs and relevant profession-related jobs are listed together under 'Work Experience'. In that case, you could distinguish between 'Legal work experience' and 'Other Work Experience', for example.

If you do not have any relevant work experience, but you do have relevant administrative experience, you can put that administrative experience in the place of the work experience. What matters with a CV is that you grab your reader's attention immediately and hold on it for as long as possible. If your administrative experience is more relevant to the position than your work experience, you should reverse their order. If you do not, you run the risk of losing the reader's attention midway through your CV, so that he may not even finish reading it: relevant information on page 2 will remain unread. In this case, the contents of your CV are more important than its form. You should realise what it means to have to read 200 letters of application and CVs, for example. Selectors such as managers and HR advisers generally do that work at the weekends, because investing such an amount of time generally conflicts with their regular work schedules. In such situations, CVs are not read, but simply scanned in a few seconds. The focal point of your CV should be apparent at a glance.

Volunteer work should also be listed as work experience if it is relevant to the position for which you are applying, and definitely if you do not have any relevant paid work experience. As an alternative, you could replace the heading 'Work Experience' with 'Experience'.

Education

Besides work and other forms of experience, your educational background and degrees and diplomas are also important to employers. When preparing this section, you can adopt a similar approach as you did when drawing up your list of activities. For each programme, starting with your secondary education, list the name and domicile of the educational institute, the type of programme and if applicable your specialisation, as well as the period during which you followed that programme. You can provide further details about your specialisation, and if you wish list your secondary school subjects. Note that you should capitalise language subjects, but leave all other subjects uncapitalised. You can also list the grades you received for secondary education and university programmes (if relevant). Obviously, you should not forget your final thesis. Any seminar/projects/research/Bachelor's thesis/Master's thesis and practicals that you have not listed under study projects should be included here.

In the CV that you actually submit, you should nowadays be careful with how you use the terms Minor, Major and Electives. If you are applying for a position at a large or international company, the recruiters will, as a rule, be familiar with those concepts. However, you cannot assume the same with smaller SMEs. Rather than using Major and Minor, you could use suitable alternatives. Although their meaning might not be precisely the same, they will come close. For example, you can use 'Specialisation' instead of Major, and replace Minor with 'Optional courses'. Electives can also be replaced with 'optional courses'. You can also use your own imagination and use other descriptions.

Don't simply state the title of your final thesis (Bachelor's/Master's thesis). Although the title indicates a framework, it does not, by itself, give much information. Some students write 'Did market research' or 'Wrote a business plan'; such descriptions are definitely too scanty. Describe your research in such a manner that the reader has an idea of what you did, and infer what you are capable of. Explain whether you did empirical research and/or research based on professional literature, fundamental or applied, what your approach was, what techniques you used, etc. In other words, you should explain the type of research you performed, and by doing so demonstrate your skills and knowledge.

Working with 'numbers' is another reasonably simple way to give form to the substance of your research. For example, you could specify the number of interviews you conducted or the number of questionnaires that you sent out. If possible, you should also describe the results. Explain that 'your findings (based on your research) were adopted', or that 'your research is being continued' by another student. Some students develop something that the firm then uses. Incorporate this into your CV.

The grade that you received for your thesis is obviously a very telling factor. However, specifying your thesis grade in your CV does not automatically mean that you should also give the grades for your other subjects. Attempting to present a comprehensive and consistent CV is admirable, but you should not become a slave to that ideal. In that respect, form is less important than content. If specifying the grades for your other subjects does not work for you, you should omit them and only give the resounding grade for your graduation thesis. The guiding principle here is that the relevance of your thesis to your job application determines the detail in which you describe it, including whether you state the grade.

This information about the research for your final thesis also applies to your Bachelor's thesis/Master's thesis/seminar/research/assignments and practicals if you have not included them as study projects or work experience. Although it is advisable to list them as 'study projects', there is certainly nothing wrong with including them under 'education'.

Examples

Education

1998 - 2003 **Rotterdam School of Management, Business Administration, Erasmus University Rotterdam**

Major/specialisation: Management of Innovation

Minor/optional courses included:

- Theory of Innovation Management
- Project Management
- Stakeholders Management of Innovation
- Innovation and Services

Final thesis: Innovation within the commercial services sector (grade: 7):
Research into the Used techniques to examine Carried out a qualitative study into, demonstrating that The result was The recommendations were followed and are currently being implemented.

1991-1997 Pre-university education, name of school, Venray (diploma)

If your study is based on the Bachelor-Master structure, use the following method to make this apparent in your CV.

1998 – 2004 **Rotterdam School of Management, Business Administration, Erasmus University Rotterdam**

2003 – 2004 Master: Management of Innovation

Master's thesis (or final thesis): 'Innovation within the commercial services sector'

relevant courses:

- Theory of Innovation Management
- Project Management
- Stakeholders Management of Innovation
- Innovation and Services

1998 – 2003 Bachelor: Business Administration

Bachelor's thesis:

(if you wish: relevant courses:)

-

(In this scenario, both theses are detailed under 'study projects'.)

Courses

The next step is to describe, in the same manner as your 'Work Experience' and 'Education', the 'Courses' that you have followed over the years. You should start by drawing up a complete list, and then reducing that to a readable unit. For example, if you have a long list of courses in various areas, select the most relevant examples or summarise them. You should not bore an employer with information that he does not want. By aiming for completeness, you will lose sight of your objective. The reader will give up or miss important elements.

If you have followed multiple courses in a single field, consider whether they can all be combined in a single entry. For example, courses such as 'public speaking', 'presentations' and 'conversation techniques' can easily be combined as 'communication courses'. You should record them in the following manner:

1999 - 2001: communication courses: public speaking, presentations, conversation techniques, at Schouten & Nelissen and the Erasmus University Rotterdam

1998 – 2003: computer courses: MS Office, SAP, SPSS, at the EUR

If you have followed a lot of computer courses, you may distinguish within this block, e.g.:

Computer skills:

Word processing: Statistical packages:

Programming languages:

If you have a great deal of experience in a particular field, but have not followed any specific course, and if that information is *not* of vital importance to the position, mention it under the heading 'Other Information'. Conversely, if the information *is* important to the position for which you are applying, you can include it under 'Courses' or even 'Educational Background' in the following fashion.

Example

1997- 2003 Business Administration, Erasmus University Rotterdam
Specialisation: Marketing Management

1991-1997 Pre-university education, name of school, Venray (diploma) 1990-
onward programming languages: JAVA and ORACLE (self-taught)

You should only list your courses prominently in your CV (i.e. after or under the heading 'Education') if they are of great relevance to the position for which you are applying. If they are not relevant, the heading 'Additional Information' is a suitable place for them.

Extracurricular Activities

You can use this section to explain what else you did alongside your curriculum. However, the heading 'Extracurricular Activities' is a generic term, and says little about the content. If your 'extracurricular' activities have a common theme, you should identify it and take that as the heading. If, for example, your 'extra' consists primarily of administrative experience, you should call this part of your CV 'administrative experience'. As explained above, you can also present administrative experience under work experience, provided that it is relevant and that you have no other relevant work experience. Alternative headings to 'extracurricular' include 'organisational experience / activities', 'management experience', 'financial/investment experience' and 'international experience / activities'.

Similarly, a subject may also be the link between your extracurricular activities: e.g. sports or sailing. For example, a student may have given sailing instruction, held a position on the committee of a sailing school and crossed an ocean over a period of several months. The heading then becomes 'sailing' or 'sailing activities'. With 'sports', you may be an active practitioner, have held administrative positions and conducted a feasibility study for a sports clubs. 'Extracurricular Activities' is definitely not an obligatory part of your CV. You should only include it if you actually have something to present.

Business courses, workshops, in-house days

You can include a separate heading for the workshops, management games, business courses and in-house days that you have attended. State the name of the company and explain what you did there, particularly if you participated in a business course or a management game. You may also specify the position in which your team finished. The most suitable place in your CV is generally under the heading 'Additional Information', the final part of your CV, unless the days were highly relevant: then this section may be moved up higher in your CV. What is important is that you have to keep your reader captivated, so you should present the various parts of your CV in order of relevance and importance.

Personal details

After your list of experience and education, you complete the preparations for your CV by listing your personal details, starting with your name, address, town/city, private telephone number and date of birth.

One comment is worth noting in connection with your telephone number. Be careful with unknown incoming calls on your cell phone. Make sure that you don't answer your phone in a position that puts you at a disadvantage, such as after you've had a few drinks or when you're at the checkout in a shop. When your phone rings, always check to see whether you recognise the number; if you don't, don't answer, but let your VoiceMail record the message. You should then return the call as soon as possible, but only from a quiet location where you won't be interrupted. Also make sure that your outgoing VoiceMail message is good: suitable for businesses to hear, not immature. **You never get a second chance to make a first impression.**

You then decide whether you wish to include your place of birth, marital status, number of children, sex or religion. Essentially, how you perform your job will not be affected by you being in an unmarried cohabiting relationship or the fact that you are Roman Catholic, for example, or that you are raising your 2-year-old daughter. The criterion that you should apply is whether the information is relevant to the performance of the job. Alternatively, you can take a strictly instrumental approach, and only present more than the minimum if you can make it work to your advantage. If the position will require you to travel abroad a lot, it may be an advantage if you are single. And if you are applying for a job at an organisation with a religious slant, your religious convictions might give you that little edge you need.

You should only specify your sex if it might be unclear, whether you are male or female. With foreign names, it can also sometimes be difficult to determine if they refer to a man or a woman. If you are a woman applying for a job in a profession that is 100% male-dominated, it might do no harm to emphasise that you're a woman. Specify your sex and definitely use your given name, otherwise people will almost automatically assume that you're a man. Similarly, this also applies to men applying for 100% female-dominated positions.

You should only specify your nationality in your CV if it is not Dutch. If you have the Dutch nationality, but have a foreign or foreign-sounding surname that might cause uncertainty regarding your Dutch citizenship, you should include it in your CV. However, these are only guidelines. You are at liberty to decide for yourself what information you wish to include in your CV: you should believe in your own CV. Be careful how you present the information.

Profile

After your personal details, you can include a short profile of yourself. This is not strictly necessary, but is highly advisable if you are only asked to submit your CV, without a covering letter. If you only submit your CV, you offer your reader no more than a 'skeleton': the concise and factual details about yourself. Your reader will not get to know you as a person, in terms of characteristic and personal quality. Including a profile allows you an opportunity to tell a little about your personality, who you are and possibly what you're looking for. This profile also provides your reader with an aid or guideline for reading your CV.

Some students list a number of their qualities in their CVs; however, as a rule such a format provides too little information, particularly if those qualities are described in general terms.

How not to do it:

Profile: Analytical, go-getter, team player, independent, communication skills.

It is more advisable to present the information in running text (no more than five lines) and describe your qualities more precisely. Explain in what way you are analytical, and in what area your communication skills stand out.

Two examples:

1) My experiences as a member and chair of committees and as a student in practicals demonstrate that I am able to motivate a team and generate enthusiasm in a team. As such, I work best as a member of a team, where I like to take on a leading role. I am not afraid to take on responsibility. I am a good listener and empathise with people's situation. I act appropriately and am good at organising things on the fly.

2) I am a marketing business administrator, with six months' international experience in a B-to-B organisation. I have a hands-on mentality. I have both practical and theoretical skills, based on the combination of my applied and university studies. I like to work on concrete assignments and to see results. I get along well with people of both a 'high' and a 'low' level. That is also the type of working environment that I prefer. I am looking for a commercial marketing position with human interaction at a no-nonsense B-to-B organisation.

Additional information

As the name implies, this is where you present your 'other information'. Many CVs start looking 'ragged' toward the end. They start with a number of large blocks, such as 'Education' and 'Work Experience', sometimes followed by a block of 'Administrative Experience'. They then degenerate into a series of short blocks, making the CV look messy: 3 lines are devoted to 'Languages', 2 lines to 'Skills', while 'Hobbies' get 1 line. It also looks odd for 'Hobbies' to be assigned the same level of header as 'Work Experience' and 'Education', while the quantities in question are of an entirely different order. You can solve this problem by introducing the header 'Other Information'. You use that section for all your other information, such as languages, skills, hobbies, references, workshops/business courses and other courses (if you have not already presented that information elsewhere in your CV).

Hobbies (though sometimes interests or leisure activities is better) can be included under 'Other Information'. Although there are exceptions, most employers will not be interested primarily in leisure activities such as shopping, watching television and pubbing and clubbing. However, most employers *are* interested in activities that you carried out alongside your studies and that require certain capabilities that may also be useful when carrying out a job. Examples include taking on paid or unpaid freelance jobs, organising events, performing PR work for your local theatre company or setting up an association. Do not hesitate to include such activities in your CV, whether or not you got paid for them. You should only present these activities here (under 'Other Information') if they are not better suited to any of the other sections, such as Extracurricular, Administrative or Organisational Experience or Work and Other Experience.

As a rule, firms like you to pursue sports, on the principle of a healthy mind in a healthy body. Preferably, you should list both a team sport *and* an individual sport. Team sports represent cooperation, a joint performance, as well as competition. Individual sports often mean that you are able to motivate yourself and are independent.

Non-standard hobbies, leisure activities and interests may also offer good ways to open the job interview in a relaxed fashion.

Under 'Additional Information', you can also state that you have references. Do not include the names, addresses and telephone numbers of the persons in question here: you need only specify 'References available upon request'. This saves valuable space in your CV, and also means that they cannot phone your references without contacting you first.

Your command of foreign languages can also be specified here. Draw up an attractive list, possibly distinguishing between active and passive or written and unwritten command (excellent, good, average, basic). However, only make this distinction if your language skills are relevant to the position. You can also use this section to state whether you have a driving licence and a car.

Your knowledge of computers should also be explained here, if you have not already included it under courses or education. Refer to 'Courses' for more information on how to present this information.

Basic Curriculum Vitae (CV)

Once you have completed all these preparations, it will be simple to compile a proper CV. You have a personal databank, as it were, consisting of information about your jobs, work, any other applicable information, information about your schooling, and the personal details that you wish to include. Of course it is possible that you now have an endless list of perhaps ten pages. This overly elaborate description of your experiences and education is called the Basic Curriculum Vitae. You should never submit that CV. The trick is to distil a relevant selection from your Basic CV. What information is relevant depends on the substance of the position for which you are applying, and the firm. You should try to match your CV as closely as possible to what the employer asks. That is why a single, standard CV is never enough. Whenever you apply for a new job, you should examine your CV critically, and if necessary adapt it. Use your Basic CV for such adaptations.

As a rule, you should present the information in your CV to your reader in the most structured manner possible. You should make sure that the reader isn't forced to struggle through a hodgepodge of information and then identify the principal themes himself. Any common theme in the courses, education programmes, work experience or administrative activities in your past should be made immediately apparent in your CV. The reader should not have to discover it himself. It is possible that the reader will not see that common theme at all: it is your own responsibility, and in your own best interests, to make it visible. Force your reader to think as little as possible, serve the information in bite-sized pieces so that all your reader needs to do is swallow. Do not rely on your reader's frame of reference, with which you aren't familiar. Leave as little as possible to your reader's interpretation and imagination! One tool that may aid you is to write a profile at the start of your CV (after your personal details). Your profile will provide the reader with an aid for reading/interpreting your CV. This will make you less vulnerable to misinterpretations on the reader's part.

When selecting relevant information, also bear in mind that your CV will create a certain impression, and that you have a great deal of control over that impression, not only with your choice of words, but also with the appearance. Your CV should suit *you*, like a business card, not that of your neighbour, your fellow student or your colleague. However, you might bear the following instructions in mind when drawing up your CV.

Content

- Use business-like and active phrases: avoid passive sentences, but use active forms and verbs ('supervising ...' instead of 'supervision of...').
- Focus as much as possible on the job for which you hope to be selected.

- Avoid overlaps and repeated use of the same words.
- Write names of organisations in full. Not everyone knows what EUR means. The first time that you use the university's name, you should write it in full, followed by the abbreviation, after which you need only write the abbreviated form.
- Avoid grammatical, spelling and typing errors, and be consistent in your spelling.
- Where possible, avoid using jargon, unless the reader may be assumed to be familiar with it. However, you should also consider the fact that relative laymen will read your CV, such as employment agency staff and human resource officers.
- Present years in full; you may specify months, but never days. In Dutch, months are written with lower-case letters, even if at the beginning of a line. In English CVs, the months should be capitalised. Present months by name, rather than using numbers. Numbers are not bite-sized pieces: not everyone knows at a glance that the fifth month of the year is May. It is better simply to state 'May'. In addition, numbers are difficult to read: 09/11/01–04/08/02. It is better to write Nov. 2001–Aug. 2002, or 2001–2002, possibly followed by '9 months' in brackets. No months need be specified for periods of more than a year. For school periods, in particular, months need not be stated: everyone knows that school years start in August or September and end sometime in June or July. You need only specify the date/month of your graduation, since that may be different from the standard end of the school year.

Appearance

- Type your CV.
- Use white paper.
- Make sure that your CV is no more than 1.5 or 2 A4-sized pages; if necessary, list your publications separately.
- Use a clearly-legible font and a suitable spacing.
- Be consistent, as well as sparing, in your use of underscores, capitals, bolded or italicised words and information in brackets. Definitely do not use different forms together, which detracts from the legibility, gives an impression of uneasiness and certainly does not appear businesslike.
- Use a balanced typeface, and make sure that the CV as a whole is clear.
- Do not use much running text, complete sentences, or stories. Use short, factual, businesslike, staccato language; use lists and dashes for enumerations, and avoid too many bullets or other enumeration symbols.
- Decide whether you want a chronological CV or an antichronological CV. The latter form, which is becoming increasingly popular, means that you start your educational background with your most recent study (EUR) and end with your first schooling (pre- university). You also start your work experience with your current job, followed by your previous job, and so on back to your first work experience, which is listed last. If the point is to grab your reader's attention immediately and hold it for as long as possible, an antichronological CV is the logical choice. As a rule, your most recent education and work experience will be more relevant than your pre-university education and your first side job, which would be prominently at the top of the list in a chronological CV and so unwontedly receive too much attention.

The following three annexes include sample CVs, using an antichronological layout, and an example of how to present the BAMA structure in your CV.

CURRICULUM VITAE

Personal details

Name A.B. van den Berg (Anton)
Address Oudlaan 50
3062 AB Rotterdam
Telephone +31 (0)10 12 34 56
Born 18 February 1978 (write name of month in full), in Meppel (if relevant, otherwise omit)
E-mail

Education

1998 - 2003 **Business Administration, Erasmus University Rotterdam**

Major/specialisation: Management of Innovation

Courses and projects included:

- Theory of Innovation Management
- Project Management
- Stakeholders Management of Innovation
- Innovation and Services

Final thesis: Innovation within the commercial services sector (grade: 7):
Research into the Used techniques to examine Carried out a qualitative study into, demonstrating that The result was The recommendations were followed and are currently being implemented.

Graduated on 20 September 2003 (not strictly necessary, but can be useful to include, particularly if you graduated recently or if you can show that you completed your studies quickly)

1991 - 1998 Pre-university education, The Hague
Final exams in 8 subjects (diploma)

Practicals

2002 Stakeholders Management and Innovation (2 months):
- for L'Oreal: research into
- For Heineken: business plan for the department

2003 Innovation and Services (2 months):
- for name of business

Work and Other Experience

2002 – 2003 Name of firm in Utrecht
Researcher (student trainee, 6 months)
(here you should present the following information, using active sentences: how, type of research, techniques used, number of interviews, results if applicable)
Qualitative and quantitative research into innovation within the financial services sector
-

2000 – 2001 Erasmus University Rotterdam
 Department: Logistics Management (Business Administration)
 Student assistant
 (here you should describe your principal duties, using active sentences)
 -
 -

Administrative experience

2002 – 2003 Name of association/club (number of members, size of board)
Secretary, vice president
 - responsible for internal and external communications
 - supervising various committees (e.g. Internet committee, yearbook committee, club magazine)
 - creating new membership database
 - chairing meetings

2001 – 2002 Name of student society or sports club
Board member, responsible for PR and sponsoring
 (Describe principal duties, accomplishments, e.g.:)
 - realised target of acquiring 40,000 euros in sponsorship money
 - organising fairs
 - developing PR material, such as:.....

Other Information

Workshops In-house days, business courses, management games

Computer Experience using MS Word and Excel, SPSS

Courses:

		<u>Active</u>	<u>Passive</u>
Languages:	English	native speaker	
	French	good	fair
	German	fair	fair

Hobbies: Active mountaineer. Organising and taking part in hiking tours through Canada (possibly specifying your duties)

Driving licence: B (have car)

References: Available on request (only include this line if you actually have references or if references are specifically requested)

CURRICULUM VITAE

Name A.B. van den Berg (Anton)
Address Oudlaan 50
3062 AB Rotterdam
Telephone +31 (0)10 12 34 56
Born 18 February 1978 (write name of month in full), in Meppel (if relevant, otherwise omit)

E-mail

Education

1998 – 2004 **Business Administration, Erasmus University Rotterdam**
Master: Management of Innovation
Relevant subjects:
- Theory of Innovation Management (8)
- Project Management (7)
- Stakeholders Management of Innovation (7)
- Innovation and Services (6)
Final thesis: 'Innovation within the commercial services sector'
Graduated on: 20 September 2004 (not strictly necessary)

1991 - 1998 **Pre-university education, The Hague**
Final exams in 8 subjects (diploma) (average grade)

Study Projects

2004 Master thesis (4 months): Innovation within the commercial services sector (grade 7):
Research into the Used techniques to examine Carried out a qualitative study into, demonstrating that The result was The recommendations were followed and are currently being implemented.

2003 Internships (3 months):
name of organisation, job title, research into Studied Using the following techniques:

2003 Practical (2 months): Stakeholders Management and Innovation:
- for L'Oreal: research into

2002 Practical (2 months): Innovation and Services
- for Grolsch: research into

2001 Exchange or Study trip (5 months): travelled to ... as part of Studied, examined; objective was:

Work Experience

2002 – 2003 Name of firm in Utrecht
Researcher (6 months)

(here you should present the following information, using active sentences: how, type of research, techniques used, number of interviews, results if applicable)
Qualitative and quantitative research into innovation within the financial services sector

-
-

2000 – 2001 Erasmus University Rotterdam
Department: Logistics Management (Business Administration)
Student assistant
(here you should describe your principal duties, using active sentences)
-
-

Administrative experience

2002 – 2003 Name of association/club (number of members, size of board)
Secretary, vice president
- responsible for internal and external communications
- supervising various committees (e.g. Internet committee, yearbook committee, club magazine)
- creating new membership database
- chairing meetings

2001 – 2002 Name of student society or sports club
Board member, responsible for PR and sponsoring
(Describe principal duties, accomplishments, e.g.):
- realised target of acquiring 40,000 euros in sponsorship money
- organising fairs
- developing PR material, such as:.....

Other Information

Workshops In-house days, business courses, management games

Computer Experience using MS Word and Excel, SPSS

Courses Communication skills: public speaking, presentations, chairing meetings, through the EUR

Languages Dutch (native speaker), English (good), French (basic)

Hobbies: (or interests, leisure activities)

Driving licence: B (have car)

References: Available on request (only include this line if you actually have references or if references are specifically requested)

Example for the BA-MA structure

Education

1998 – 2004 Business Administration, Erasmus University Rotterdam

2003 – 2004 Master: Management of Innovation
relevant courses:
- Theory of Innovation Management
- Project management
- Stakeholders Management of Innovation
- Innovation and Services

1998 – 2003 Bachelor: Business Administration
Relevant courses:
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