



# CV



## Profile photo

Decide if your photo is appropriate for your CV. Is your appearance professional?

Have your photo taken!

**Photo Monday at the I Shop:**

**12:30-15:30h**

## Contact details

Name

Email address

Date of birth

LinkedIn URL

## Personal profile & interests

Start off with a short profile text so people can get to know you better. It usually revolves around the following questions:

- Who are you?
- What are you capable of?
- What do you want?

Keep this short, about 3-4 lines of text is enough.

## Education

Moving on to your education. You mention your most recent education first and go back in time. This also applies to your work experience!

● **Month + Year**

**What you studied**

Where you studied

Optional:

- Relevant courses
- Minor (abroad?)
- Thesis (grade?)

● **Month + Year**

etc

## Work experience

Even if you don't have a lot of work experience, don't worry! Side jobs, volunteering and work for your (study)association also counts!

● **Month + Year**

**What you did**

and where

Results, skills, tasks and/or responsibilities

Place in bulletpoints and write in an **active** way.



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## 4 Other

There are of course many other subheadings you can add to your CV. Here are some more topics you might include on yours.

### Languages

Which languages do you speak or write/read? Put emphasis on those that might be useful for your future job(s).

### Skills

Often included in your work experience but you may have different skills worth mentioning on their own. For example:

Digital marketing  
Creative thinking  
Programming

## Tips & tricks

Here are some more easy to apply tips for writing your CV. Do you need more help? Sign up to our workshops now. More info: [rug.nl/careerservices](http://rug.nl/careerservices)

### On your CV

- 1: Ask (former) co-workers or managers for a reference
- 2: Hobbies: be specific and call them interests
- 3: Check GoinGlobal (on the 'Career' tab on Student Portal) for the ins and outs of CVs for several countries across the world

### Get some help!

Have some people read your CV to see if they think it matches who you are.

Do you know you can also make an appointment with one of our career consultants? Visit the I Shop or our office at the Bernoulliborg to get to know more and have your CV checked for FREE.

I Shop  
Oude Kijk in 't Jatstraat 19  
Mon: 11 - 17h  
Tue - Fri: 10 - 18h

Bernoulliborg  
Nijenborgh 9  
Thu: 10:30 - 15h



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