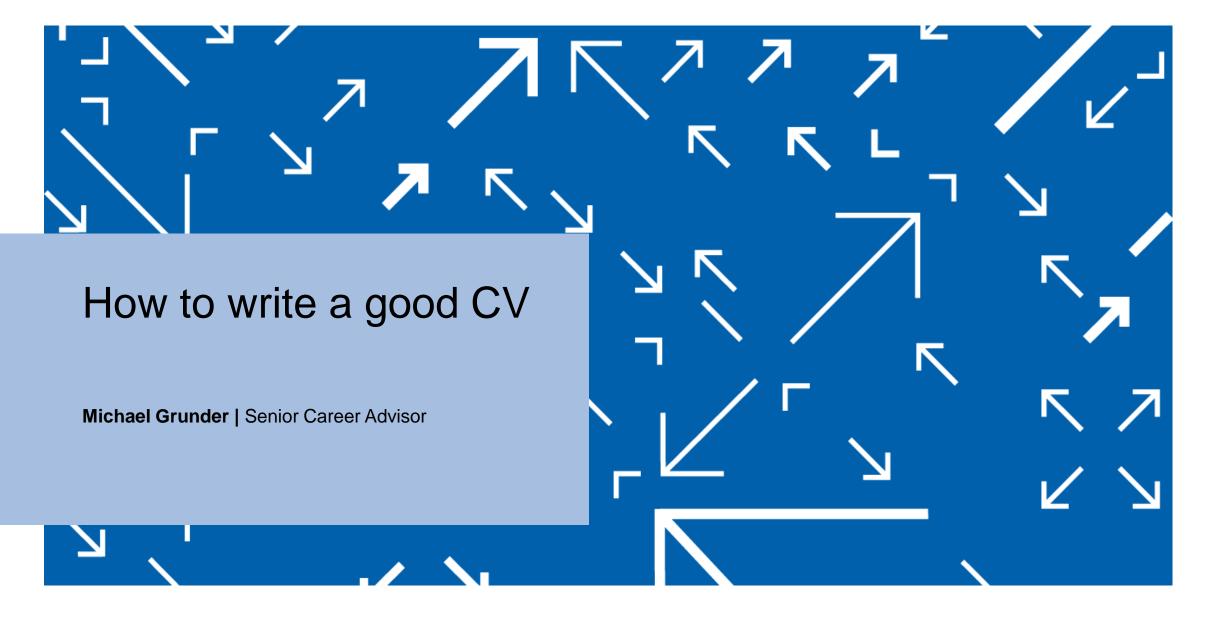
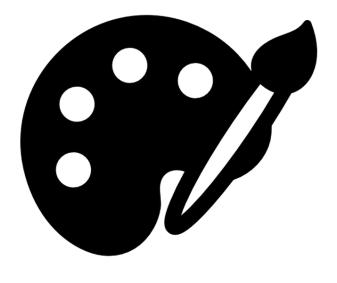


Career Center



CV Basics







Eye Tracking Study 2018



BRIAN POWERS METRO NYC/NJ Corpowers@core.l.com · lintedit.com/in/biten-powers-programmer agent · 201-055 2688 DIRECTOR OF OPERATIONS / PLICE PROTRAM MANAGER

-

A hards-on-ocerations and sogram in an againer, feader with a 20 riger brown track record in Telecommunications and Utilian industry installer and identicable high inning to contributions and behaving of multiple contexts, toge-sonthe seconomic follows programs and every infrastructure projects. Added at furning mound peor servicing learner and unconcerst. Consistent's down gains in castery, or classify, and per tability with surgesting demanding corporate and unconcerst. and client expectations. Areas of expense include.

- Delivering complex preferte within tight time & budget constraints
- Durating profitable strategic attances with clients & business partners.
- IT Recouring, training, meatoring, motivating & retaining top cross-functional tale at
- □ Streamlining business processes & optimizing systems to drive increased efficiency and profitability

GATTER PASTORY & ACCOMPLISHMENTS

oject Management Consultante 2017 - presavi

Pinki To conversionalions GEM P118 - prosent

Project Definition Managest Provide installing on employing the equipment applicate analysis in the Northeless and Min Andreak Statu Opports 2014 Re-Hadri 2014 a 2014 cancer growth and varying pour intent seep/redus on projects.

Genion Lemman Group, resserver, conectaric; and learning: 2017 - preserve

Council Norther Provide expenses and restor for a variable of projects in table of and Utilians Provided process. and procedure tag shes far construction dap by next far a -1. Hipply am including analysis of expected abstacks and required mergintion enters

Bechtel Corporation, a giobal leader withdustrojest manapriment, 2006 2017. Roles mande

ARE Fills Africage, 2015-2017. Directed cellivery of Malic Reast to thering IMRE: Ther project, Manned priming, editable, totgets and isomating, estanting on the sind probability of projects, and activating of the econ as cooper, Manned project success as polisify and promote directmationed shall be 20.

Dramatically improved pennit processes & approval results. Upprodec data collection with a new alrocamentic system linked to design software intercoved the application approval rates from 25% to 35% to avoid out N project debug.

Standardized program management, boosting quality & productively. Development 20Hs and Beer Prachem. Generalized on a standardized base boost at 1995 gain in point a utility, landardizes and approval includes. Helicited reads by Base, pointed roy gain sets in avarias the transpring and claim.

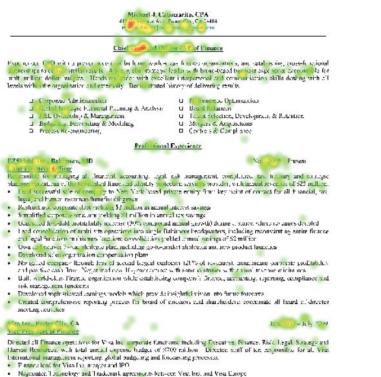
process in the process in version of the examinant realistic function of a second of the second of t Project Manager, 2017 2015 Directed a sensity at ECPM intractancture and construction (Matro, DAS & Smell (2015)

Revitalized an ECPM project. 4 \$100M Boontol wird cas intrastructure ECPM project was behind sendule. Assertional e war form to wanter per processes, define and task milestones, increase visibility and she rather accountebility. I approved performence against plan from 30% to 100%.

Cured compliance issues about of activitie. Assembled and dilected a millidisciplinary team. Developed a Isst-frack corrective project plan. Resolved 100% of the deficiencies in half the projected schedule. Exceeded orient and contractual expectations avoiding new FCC penalties.

Market Les 17 Construction (élemente et la construction de la construc

Turned around a commercial regional network launch. Lassed with pulling the project acid on tack technomical and any nerved the oranis project expandition. Receipted acid, the second plan, softing appressive missiones and presigning accountability. Account sales verifiers. Movement's entropy to a months of actual deliver project on line.



- Stream and financial plauning process reducing charterly forcess preparation by 32%.

Source: https://www.theladders.com/static/images/basicSite/pdfs/TheLadders-EyeTracking-StudyC2.pdf



Usage of Templates

ANDREW CLARK hitecture Student | Design Enthusiast | Technically Skilled help@enhancv.com @linkedin.com @Undefined SUMMARY STRENGTHS Creativity GRACE ASPIRING UI/UX EXPERIENCE Enrig Lehne Architecture Studen Civil Engineer PERIENCE of Graphic Design | Pearl Hacks 21 - Present Architecture Student ted 50+ graphics and designs to use for marketing and ding purposes of a hackathon for women and gender nvolved in a number of high-profile projects, assisting in v omforming individuals Summary **Contact Details** Worked closely with senior a aged a design committee of 5 for assistance with Civil Engineer with 8+ years of experience in design, planning, and enriglehne@gmail.com management of civil engineering projects. Proven track record of execution of design concep (618) 077 4658 ng Assistant I UNC Chapel Hill successful delivery of projects on time and within budget. Architecture Student)22 - Present Samanthaburgh, 31965, Foster + Partners tor and assist over 275 Introduction to Oregon ramming students, explaining challenging Contributed to research and feasibility studies for three urban de Work Experience ated in drafting detailed architectural plans using CAD s Civil Engineer, Herzog - Auer Assisted in pres ring architectural models and renderings for cla Education dinate office hours and lesson plans in conjunctio 6 other teaching assistant in order to ensure Bachelor of Science in Civil • Designed, planned, and managed the construction of a municipal EDUCATION spread availability and quickly return tests and Engineering anments to students water system for a local community. Master's Degree in Architecture Massachusetts Institute of · Developed structural plans and drawings for several large-scale Technology Bachelor's Degree in Architecture renovation projects 2017 - 2021 om Yelp | Pearl Hacks Participant University of California, Berkeley Supervised a team of engineers to ensure that construction projects were completed on time and within budget. aborated with a team of 4 and developed a fully Skills Civil Engineer, Kuvalis, Vandervort and Wintheiser Project Management - Expert Powered by CV2 Enhancy · Drafted reports for clients and stakeholders on the progress of various civil engineering projects. Construction Management Expert • Tested and monitored soil, water, and air quality to ensure that sloped mock ups and wireframes using Figma and DXec all civil engineering projects met environmental standards. Technical Skills - Expert · Investigated and resolved technical issues arising in civil engineering projects. CAD Design - Expert Structural Analysis - Expert References Problem Solving - Expert References available upon request

Template: yes – but with caution



Clearly structured & consistent

- Clear consistent font / data format
- Not smaller than 10.5pt



Language matters

- No abbreviations
- No spelling or grammatical errors

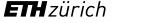


2 pages max. (3 for PhD)

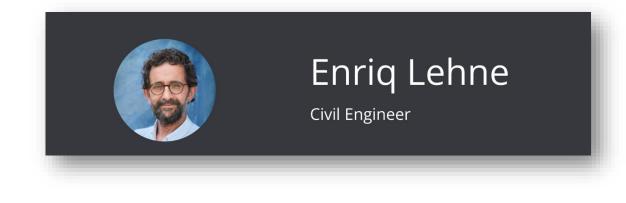


Document Management

- Convert in PDF
- 1 pdf per document



Application Photo





Professional photo



Dresscode: Appropriate to company/field/role



Avoid distracting backgrounds



Photo should be up-to-date

Say cheese!



Contact Details



Address :

Full residential address



Phone number:

- Just one phone number
- Preferably a Swiss number if available
- Professional voicemail

Isabella Bernasconi

Zürcherstrasse 37 8610 Uster Phone: +41 79 012 34 56 E-Mail: i.bernasconi@bluewin.ch

> 02.05.1996 Swiss/Italian



Email address:

• Just one (professional) email address

Personal Details





First name, Last name



Nationality & residence permit



Date of birth - Yes; Place of birth - No



Marital status (optional)



LinkedIn & Co

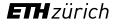
LinkedIn-URL

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					Ċ	Edit yo	ur custom U

Personalize the URL for your profile.

www.linkedin.com/in/paige-lorden-doepk

Note: Your custom URL must contain 3-100 letters or numbers. Please do not use spaces, symbols, or special characters.



Short Profile/Summary



Dos:

- Length \rightarrow 3-4 sentences
- Highlight relevant aspects (experience, skills, motivation)

Summary

Graduate looking for Entry Level Electrical Engineer position. Familiar with latest innovations in renewable energy and engineering projects involving the development of switch-mode electronic drives and converters for use in windenergy conversions. Well-versed in circuit theory, sustainable electric energy, and digital electronics and design. With proficiency in industry standards, ready to build company reputation with innovative applications and designs.



Don'ts:

- Generic statements
- Copy sections from the cover letter

"My aim is to be like an Excel sheet: structuring and organizing. In a constructive environment, I grow. In a motivated team, I thrive. And if my work has an impact, I feel accomplished. Let us look for some empty cells and fill them with new ideas together."



Education & Work Experience

Isabella Bernasconi Zürcherstrasse 37 8610 Uster Phone: +41 79 012 34 56 E-Mail: i.bernasconi@bluewin.ch 02.05.1996	<u>Educ</u>	ation	
Swiss/Italian	10.20	019 – 09.2021	ETH Zurich, Master studies in Mechanical Engineering Major: Power-engineering, fluid mechanics
Education	Dreet	ical avnariance	
10.2019 – 09.2021 ETH Zurich, Master studies in Mechanical Engine Major: Power-engineering, fluid mechanics Minor: Data analysis, modeling Master thesis: «Aero-Thermo-Mechanical System of an Axial Compressor in a High Altitude Airship»		cical experience	ETH Zürich, Laboratory for Energy Conversion (LEC): Teaching Assistant
10.2016 – 09.2019 ETH Zurich, BSc in Mechanical Engineering Major: Robotics and intelligent systems Bachelor thesis: «Numerical Simulation of Unstead Dimensional Flow around a Circular Cylinder»	y Separated Two-		 Design and planning of system integration project for new components for the free-space laboratory
09.2016 Alte Kantonsschule Aarau, High school diploma (Major: Mathematics and physics	latura)		 Installation work on the free-space laboratory FRAP probes calibration
Practical experience 10.2019 – 09.2020 ETH Zürich, Laboratory for Energy Conversion (LEC): T - Design and planning of system integration proj components for the free-space laboratory	aching Assistant	019 – 10.2019	Limmat Scientific AG, Zurich: Intern Developed the measurement system for the whole probe free-jet
Of the interval of the interval of the space laboratory FRAP probes calibration O6.2019 – 10.2019 Limmat Scientific AG, Zurich: Intern Developed the measurement system for the w	ole probe free-jet		calibration device and upgraded the data acquisition hardware - Programmed LABView 8.0 and tested calibration
calibration device and upgraded the data acqui Programmed LABView 8.0 and tested calibratic Did measurements and aerodynamic calibratio Created a technical instruction manual	1		 Did measurements and aerodynamic calibration of perforated probes Created a technical instruction manual
10.2017 – ongoing Media Markt Schweiz AG, Spreitenbach: Multime - Customer service and sales)17 – ongoing	Media Markt Schweiz AG, Spreitenbach: Multimedia Sales Person
07.2014 – ongoing Good News Productions AG, Glattbrugg: Stageha - Construction, dismantling and surveillance of c	d und Security		- Customer service and sales
	07.20	014 – ongoing	Good News Productions AG, Glattbrugg: Stagehand und Security - Construction, dismantling and surveillance of concert infrastructures
ETH zürich Career Center			

Education



All school and university degrees, incl. Matura or a comparable degree (incl. Dr.Sc.)



Period in months and years



For each degree, name the school/university, its location and the degree achieved/planned



If relevant for the desired position: Areas of specialization, main subjects and titles of theses

(Final) Grades

- Can be mentioned
- Consistently state this for all degrees
- Put grades from abroad in relation to the possible maximum grade (e.g. «final ٠ grade: 3.8 out of 4.0» or «3.8 / 4.0»).

10.2019 – 09.2021	ETH Zurich, Master studies in Mechanical Engineering
	Major: Power-engineering, fluid mechanics
	Minor: Data analysis, modeling
	Master thesis: «Aero-Thermo-Mechanical System Integration and Desig
	of an Axial Compressor in a High Altitude Airship»
10.2016 - 09.2019	ETH Zurich, BSc in Mechanical Engineering
	Major: Robotics and intelligent systems
	Bachelor thesis: «Numerical Simulation of Unsteady Separated Two-
	Dimensional Flow around a Circular Cylinder»
09.2016	Alte Kantonsschule Aarau, High school diploma (Matura)
	Major: Mathematics and physics

Work Experience / Practical Experience



Internships, teaching assistant, student jobs as well as voluntary work or engagement in student associations (if relevant)



Period in months and years



For each position: employer, place of work, function/role

Describe your area of responsibility and tasks in at least two bullet points:

- Relevant for the position
- Mention special achievements and successes

Practical experience	
10.2019 – 09.2020	 ETH Zürich, Laboratory for Energy Conversion (LEC): Teaching Assistant Design and planning of system integration project for new components for the free-space laboratory Installation work on the free-space laboratory FRAP probes calibration
06.2019 – 10.2019	 Limmat Scientific AG, Zurich: Intern Developed the measurement system for the whole probe free-jet calibration device and upgraded the data acquisition hardware Programmed LABView 8.0 and tested calibration Did measurements and aerodynamic calibration of perforated probe Created a technical instruction manual
10.2017 – ongoing	Media Markt Schweiz AG, Spreitenbach: Multimedia Sales Person - Customer service and sales
07.2014 – ongoing	Good News Productions AG, Glattbrugg: Stagehand und Security - Construction, dismantling and surveillance of concert infrastructures



Also mention PhD thesis here ("Research assistant")

Military / Civil Service



Military Service:

- Duration of service
- Military rank



Civil Service:

- Duration of service
- Function & institution
- Description of activity (if relevant)

06/2011 - 08/2011	GreatMachines Ltd., Stans: Basic Intern - Completed design projects using Unigraphics Software - Served as apprentice in the area of milling, turning, drilling, welding
MILITARY SERVICE	
08/2010 - 04/2011	Basic training, Payerne, Switzerland
LANGUAGES	
German	Mother Tongue
English	Proficient
French	Proficient
Italian	Advanced knowledge
TECHNIQUES	
	Matlab/ Simulink, dSpace, Control Desk LabVIEW, I-DEAS, Unigraphics, ANSYS
C OMPUTER SKILLS	
	Pascal, C, LaTex, MS-Office

Languages

Languages			Listing order - 2 possibilities
German	Native		
Italian	Native		
French	Good		
English	Excellent; language studies at LSI Boston/USA 2017	•	
Spanish <u>Computer skills</u>	Basic		 Classification of languages: Native, fluent, very good, GER: A1, A2, B1, B2, C1, C2
Operating systems	Windows, LINUX, OSX		
Engineering tools	Matlab, ANSYS CFX/ICEM CFD/Workbench, Axcad, Unigraphics NX4,		
	Labview 8.0, C++		
User software	MS Office		
Internet / design	HTML, Flash, Photoshop		Language courses & language certificates

Computer Skills

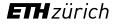


Optional: Cluster by main categories (e.g. programming languages, operating systems, etc.)



Optional: Classification of knowledge

German	Native
Italian	Native
French	Good
English	Excellent; language studies at LSI Boston/USA 2017
Spanish	Basic
Operating systems	Windows, LINUX, OSX
Engineering tools	Matlab, ANSYS CFX/ICEM CFD/Workbench, Axcad, Unigraphics NX4,
	Labview 8.0, C++
User software	MS Office



Extracurricular Activities

Since 09.2019	Member of the AMIV Association (Akademische Maschinen- und Elektro- Ingenieur Verein) at ETH Zurich
	- Helped organize the annual AMIV job fair
Since 09.2017	Coaching the Greifensee junior football team



Doctorate in CV Dr. sc. ETH Zürich



Typically mentioned twice

- Education
 - "Doctorate, chair or institute, university and location with title of doctoral thesis"Practical
- Experience
 - "Research assistant, chair or institute, university, location"

Publications/Conferences

- If relevant, list 2-3 publications
- List the other publications on a 3rd page (especially for research functions)

DANIEL KAUFMANN	i
	02.05.19 Swiss citi: Augbrigstrasse 47, CH - 8810 Horg +41 79 012 34 d.kaufmann@muster.co
EDUCATION	
08/2016 - 09/2020	Dr. sc. Laboratory of Computational Science and Engineering, ETH Zurich Thesis title: "Investigations of Numerical Aberrations: Origins and Implications"
09/2014 - 07/2016	MSc in Computational Science and Engineering, EPF Lausanne
SELECTED PUBLICATIONS	
	 Lorem I., Lorem B., Lorem F., (2016): "Dolor sit amet, egestas fusce amet ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.", 17, 1-2 163–198 Lorem I., Lorem B., Lorem F., (2016): "Dolor sit amet, egestas fusce amet
	ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.", 17, 1-; 163–198 - Lorem I., Lorem B., Lorem F., (2015): "Dolor sit amet, egestas fusce amet
Hobbies	ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.", 17, 1-7 163–198 - Lorem I., Lorem B., Lorem F., (2015): "Dolor sit amet, egestas fusce amet ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.", 17, 1-7
HOBBIES	ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.", 17, 1- 163–198 - Lorem I., Lorem B., Lorem F., (2015): "Dolor sit amet, egestas fusce amet ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.", 17, 1-2
HOBBIES	ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.", 17, 1- 163–198 - Lorem I., Lorem B., Lorem F., (2015): "Dolor sit amet, egestas fusce amet ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.", 17, 1- 163–198
	ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.", 17, 1- 163–198 - Lorem I., Lorem B., Lorem F., (2015): "Dolor sit amet, egestas fusce amet ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.", 17, 1- 163–198
	 ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.", 17, 1-: 163–198 Lorem I., Lorem B., Lorem F., (2015): "Dolor sit amet, egestas fusce amet ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.", 17, 1-: 163–198 Mountaineering, Sailing, Scuba Diving, Reading



20

(Lab) Methods / Techniques



Common for R&D positions in the chemical or pharmaceutical industry



Specific knowledge:

Career Center

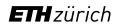
- Lab methods
- Knowledge of field-specific software

German	Mother Tongue
English	Proficient
French	Proficient
Italian	Advanced knowledge
TECHNIQUES	
	Matlab/ Simulink, dSpace, Control Desk LabVIEW, I-DEAS, Unigraphics, ANSYS
COMPUTER SKILLS	
	Pascal, C, LaTex, MS-Office
EXTRACURRICULAR ACTIV	/ITIES
03/2015 - 12/2015	VIS (Verein der Informatik Studierenden), ETH Zurich: External Relations Manager
	 Strategy for international networking
	 Customer acquisition as well as support of existing partners
	 Organization and implementation of excursions
07/2014	Workshop "Go Digital!", McKinsey & Company, Zurich, Switzerland
	- Set up an online shop
-	- Set up an online shop

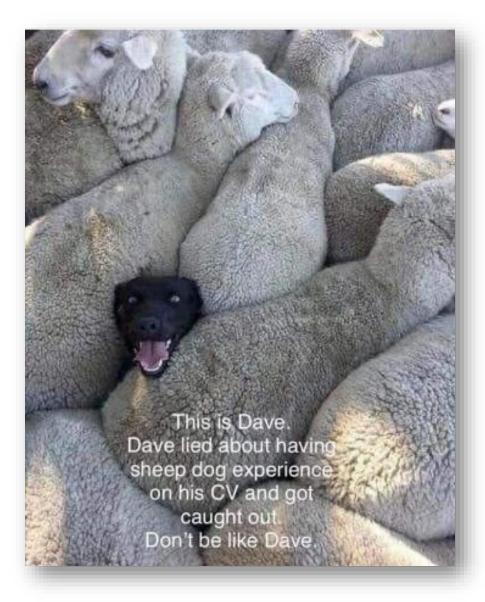
Awards & Scholarships

Scholarship and honours	
Since 09.2019	Excellence Scholarship & Opportunity Programme (ESOP) Received full scholarship, participated in mentoring program Invited to join the ETH Foundation's network
2016	Award for best high school project, Alte Kantonsschule Aarau

Interests / hobbies	
Greifensee Football Club	Active player and volunteer in the organization committee
Other	Singing, Poker



No "strategic" hobbies





References



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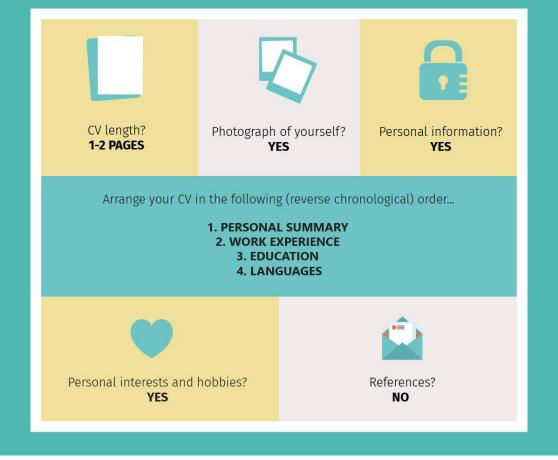
Available upon request

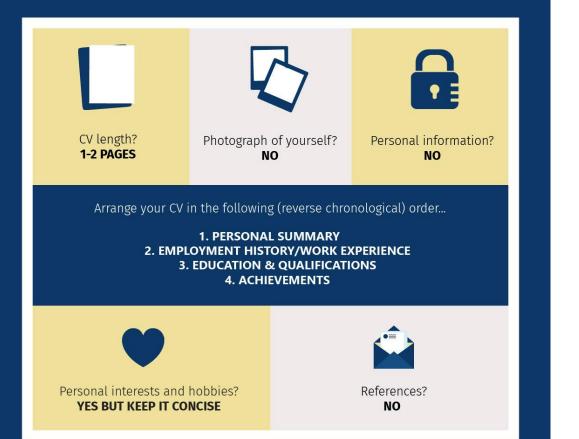


CV's in different countries

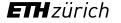
SPAIN, POTUGAL, GREECE CV

UNITED KINGDOM CV

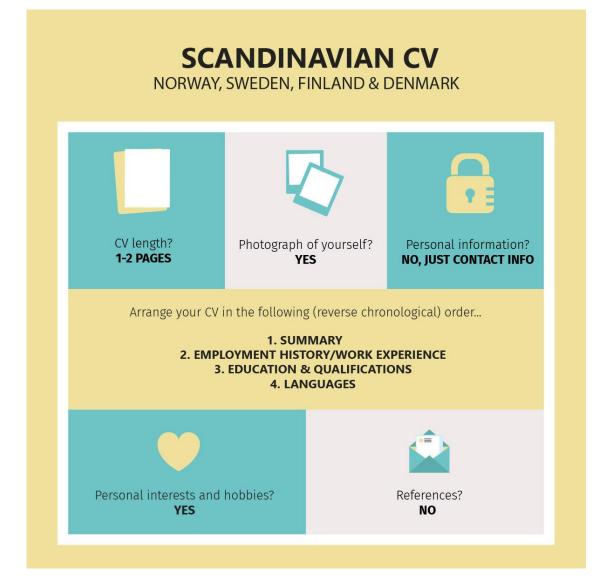




Source: https://www.theladders.com/static/images/basicSite/pdfs/TheLadders-EyeTracking-StudyC2.pdf



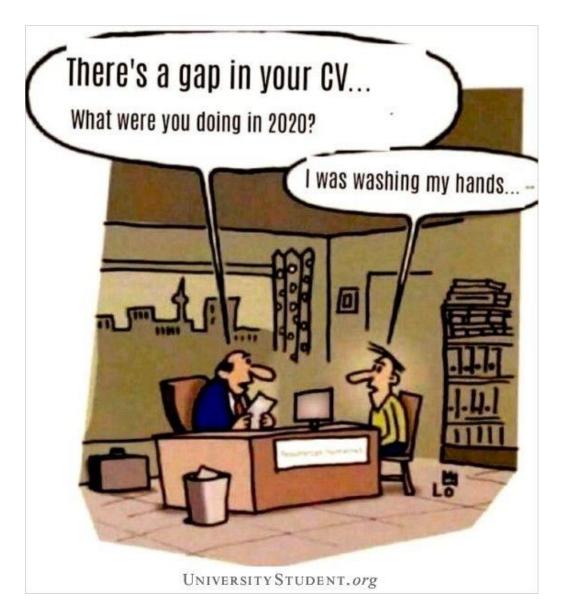
CV's in different countries



Source: https://www.theladders.com/static/images/basicSite/pdfs/TheLadders-EyeTracking-StudyC2.pdf



CV Gaps





Don't worry about gaps. Be transparent!



Only an interruption of 2+ months is considered a "gap".



Longer gaps can be explained by starting a new career, reorientation, caring for relatives, etc.



Stay active during the "gap".

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Access to Interview Training Platform

