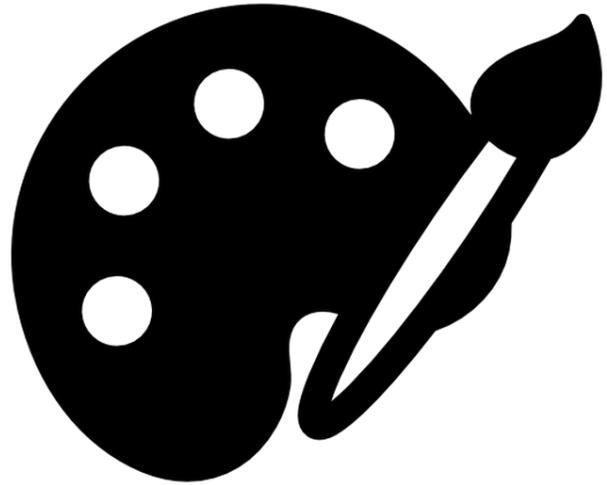


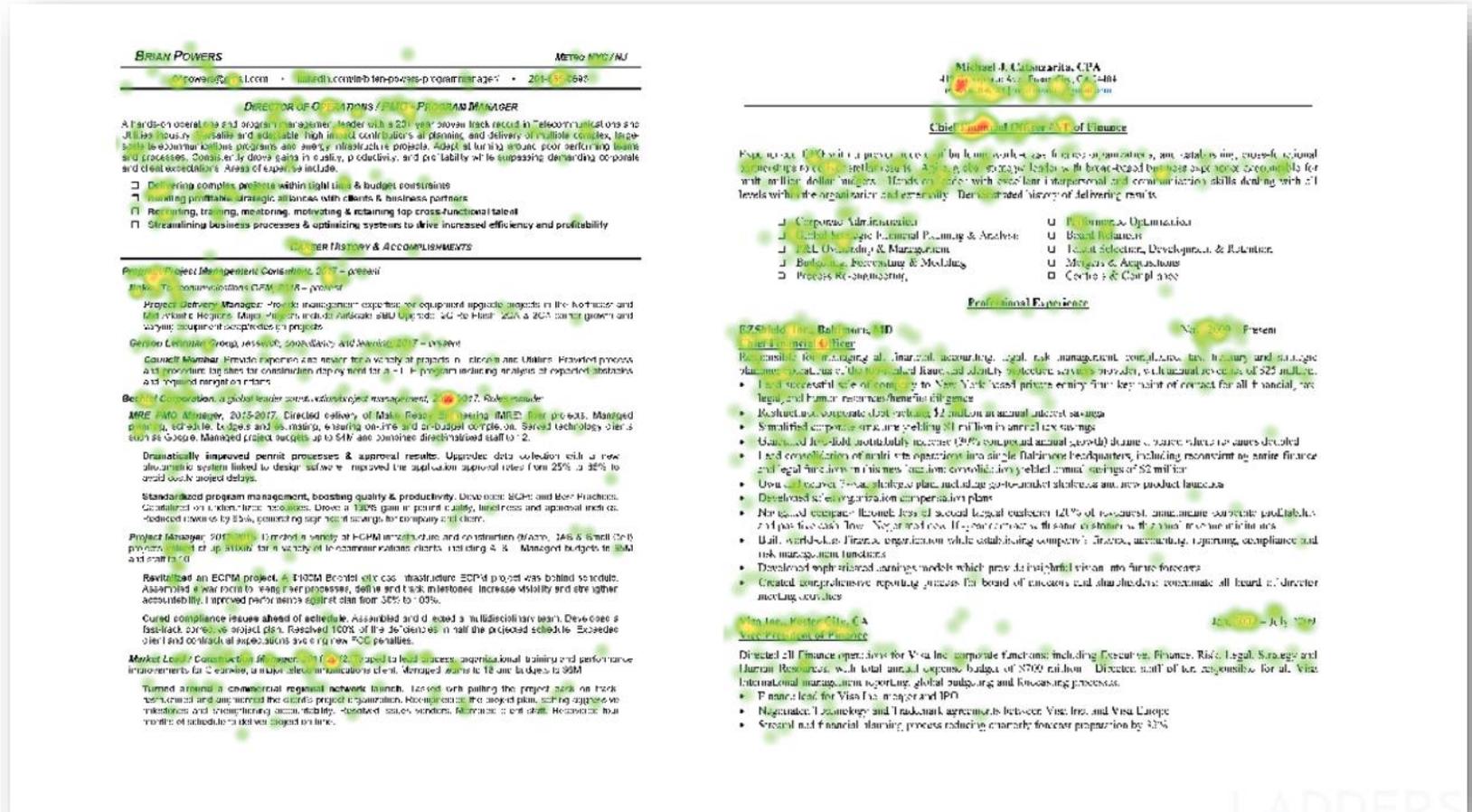
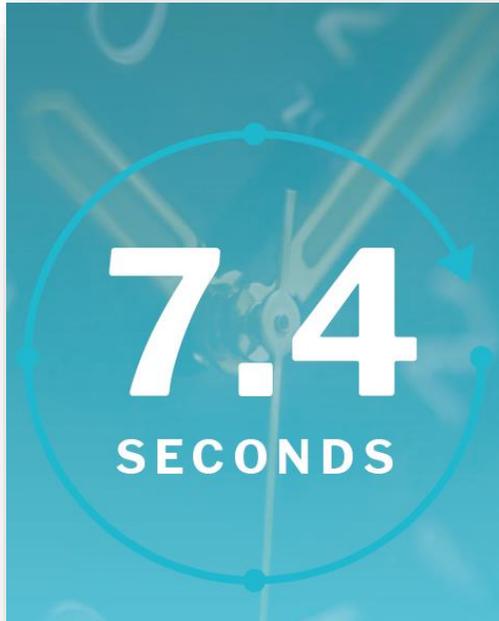
# How to write a good CV

**Michael Grunder** | Senior Career Advisor

# CV Basics

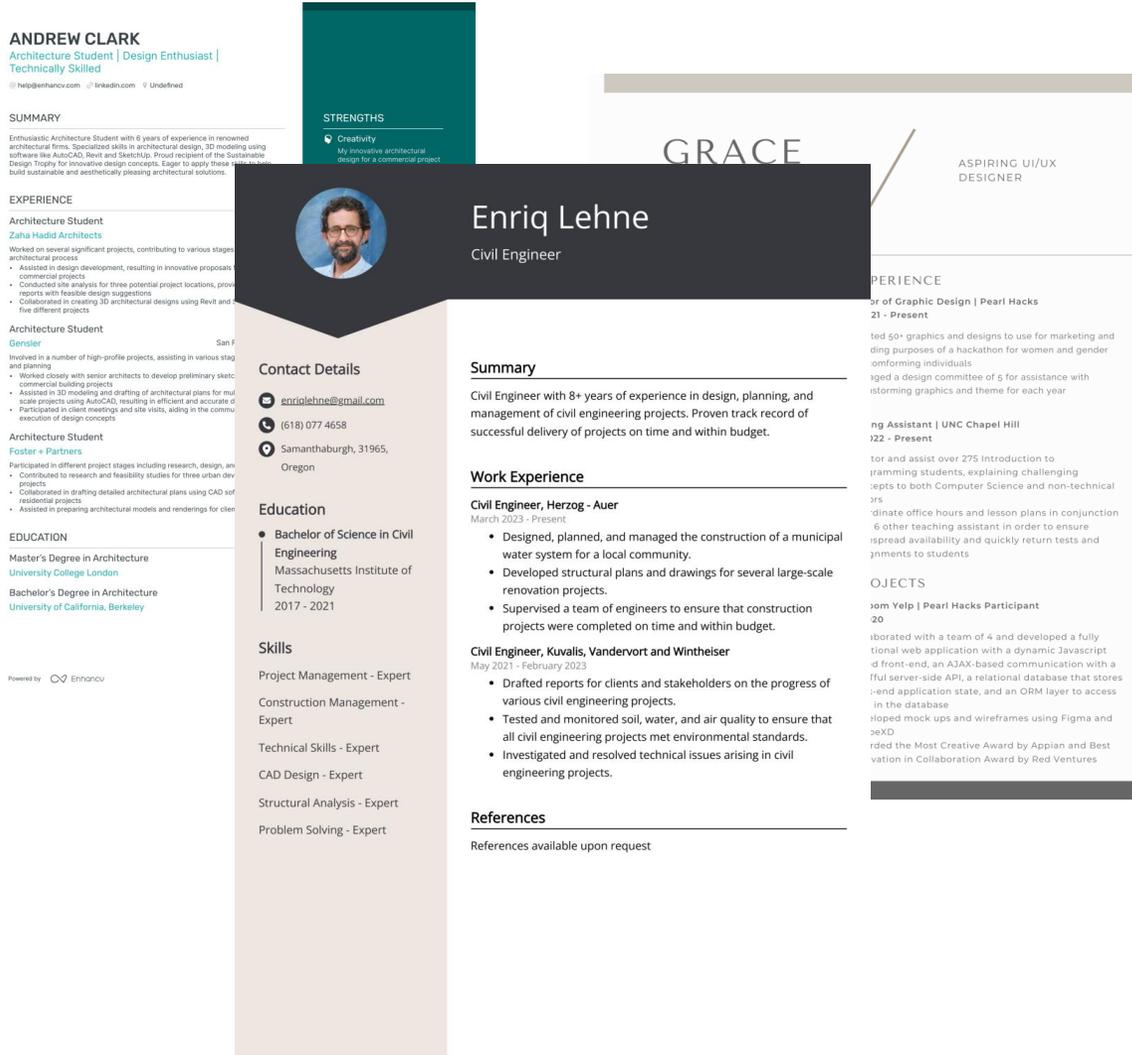


# Eye Tracking Study 2018



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

# Usage of Templates



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



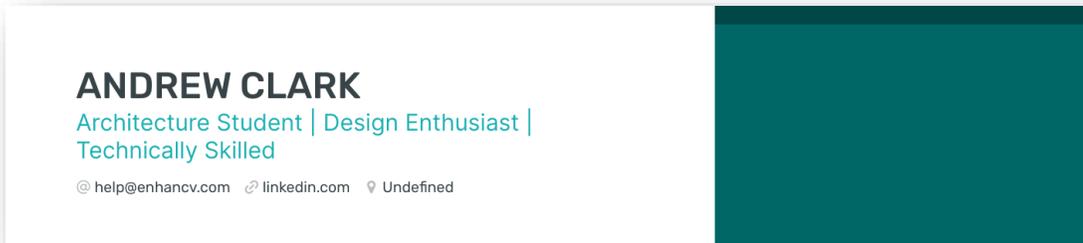
2 pages max. (3 for PhD)



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



## Email address:

- Just one (professional) email address

## Isabella Bernasconi

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



02.05.1996  
Swiss/Italian

# Personal Details



First name, **Last name**



Nationality & residence permit



Date of birth - Yes; Place of birth - No

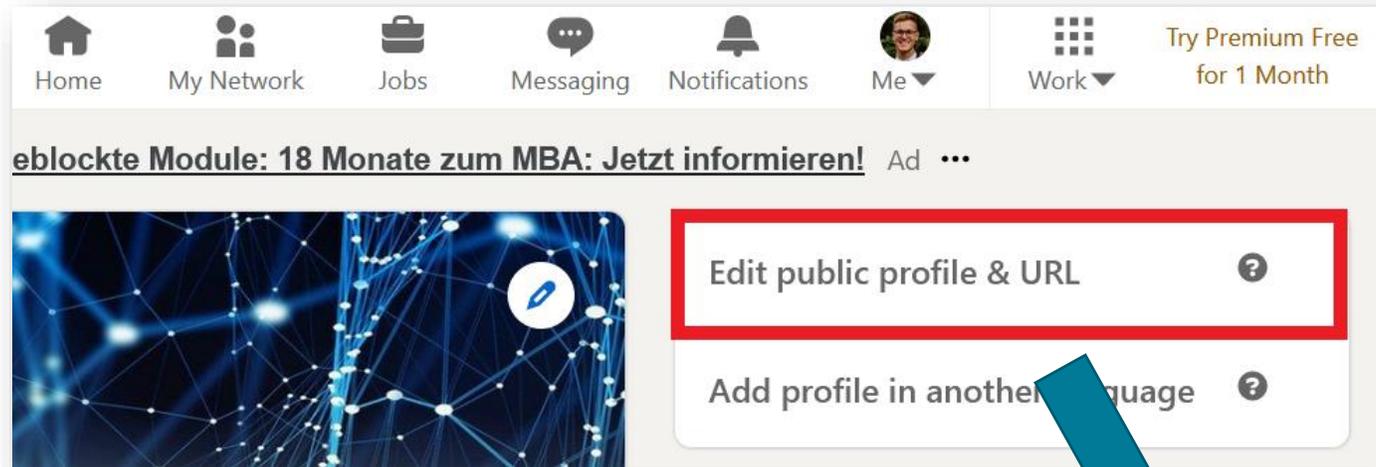


Marital status (optional)



LinkedIn & Co

# LinkedIn-URL



## Edit your custom URL

Personalize the URL for your profile.

[www.linkedin.com/in/paige-lorden-doepk](http://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.

Cancel

Save

# Short Profile/Summary



## Do's:

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



## Don'ts:

- Generic statements
- Copy sections from the cover letter

## 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 wind-energy 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.

*“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  
Swiss/Italian

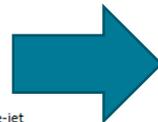
### Education

- 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 Design 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



### 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 probes
  - 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



## Education

- 10.2019 – 09.2021 **ETH Zurich, Master studies in Mechanical Engineering**  
Major: Power-engineering, fluid mechanics

## Practical experience

- 10.2019 – 09.2020 **ETH Zürich, Laboratory for Energy Conversion (LEC): Teaching Assistant**
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- 07.2014 – ongoing **Good News Productions AG, Glattbrugg: Stagehand und Security**
  - Construction, dismantling and surveillance of concert infrastructures

# 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 grade: 3.8 out of 4.0» or «3.8 / 4.0»).

## Education

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



Also mention PhD thesis here ("Research assistant")

## Practical experience

10.2019 – 09.2020	<b>ETH Zürich, Laboratory for Energy Conversion (LEC): Teaching Assistant</b> <ul style="list-style-type: none"><li>- Design and planning of system integration project for new components for the free-space laboratory</li><li>- Installation work on the free-space laboratory</li><li>- FRAP probes calibration</li></ul>
06.2019 – 10.2019	<b>Limmat Scientific AG, Zurich: Intern</b> <ul style="list-style-type: none"><li>- Developed the measurement system for the whole probe free-jet calibration device and upgraded the data acquisition hardware</li><li>- Programmed LABView 8.0 and tested calibration</li><li>- Did measurements and aerodynamic calibration of perforated probes</li><li>- Created a technical instruction manual</li></ul>
10.2017 – ongoing	<b>Media Markt Schweiz AG, Spreitenbach: Multimedia Sales Person</b> <ul style="list-style-type: none"><li>- Customer service and sales</li></ul>
07.2014 – ongoing	<b>Good News Productions AG, Glattbrugg: Stagehand und Security</b> <ul style="list-style-type: none"><li>- Construction, dismantling and surveillance of concert infrastructures</li></ul>

# 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

<b>German</b>	Mother Tongue
<b>English</b>	Proficient
<b>French</b>	Proficient
<b>Italian</b>	Advanced knowledge

### TECHNIQUES

Matlab/ Simulink, dSpace, Control Desk LabVIEW, I-DEAS, Unigraphics, ANSYS

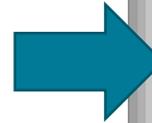
### COMPUTER SKILLS

Pascal, C, LaTeX, MS-Office

# Languages

## Languages

German	Native
Italian	Native
French	Good
English	Excellent; language studies at LSI Boston/USA 2017
Spanish	Basic



## Computer skills

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



Listing order - 2 possibilities



### **Classification of languages:**

- Native, fluent, very good, ...
- GER: A1, A2, B1, B2, C1, C2



Language courses & language certificates

# Computer Skills



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



Optional: Classification of knowledge



<u>Languages</u>	
German	Native
Italian	Native
French	Good
English	Excellent; language studies at LSI Boston/USA 2017
Spanish	Basic

<u>Computer skills</u>	
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

# Extracurricular Activities

## Extracurricular activities

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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



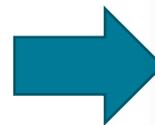
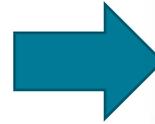
## Typically mentioned twice

- 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**



02.05.1996  
Swiss citizen  
Augbrigstrasse 47, CH - 8810 Horgen  
+41 79 012 34 56  
d.kaufmann@muster.com

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**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

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**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, 1-2, 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, 163–198

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**HOBBIES**

Mountaineering, Sailing, Scuba Diving, Reading

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**REFERENCES**

Available upon request

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- teaching assistant for robust control and control experiments
- Supervised students writing semester theses
- Publishes research results, did presentations to management, attended conferences

# (Lab) Methods / Techniques

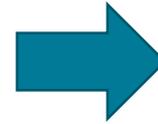


Common for R&D positions in the chemical or pharmaceutical industry



Specific knowledge:

- Lab methods
- Knowledge of field-specific software



LANGUAGES	
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 ACTIVITIES	
03/2015 – 12/2015	<b>VIS (Verein der Informatik Studierenden), ETH Zurich: External Relations Manager</b> <ul style="list-style-type: none"><li>- Strategy for international networking</li><li>- Customer acquisition as well as support of existing partners</li><li>- Organization and implementation of excursions</li></ul>
07/2014	<b>Workshop "Go Digital!", McKinsey &amp; Company, Zurich, Switzerland</b> <ul style="list-style-type: none"><li>- Set up an online shop</li><li>- Worked in a team and presented the project</li></ul>

# Awards & Scholarships

## Scholarship and honours

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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

## Interests / hobbies

---

Greifensee Football Club      Active player and volunteer in the organization committee

Other                                  Singing, Poker

# No “strategic” hobbies



This is Dave.  
Dave lied about having  
sheep dog experience  
on his CV and got  
caught out.  
Don't be like Dave.

# References



## References

Available upon request

# CV's in different countries

## SPAIN, POTUGAL, GREECE CV



CV length?  
**1-2 PAGES**



Photograph of yourself?  
**YES**



Personal information?  
**YES**

Arrange your CV in the following (reverse chronological) order...

- 1. PERSONAL SUMMARY**
- 2. WORK EXPERIENCE**
- 3. EDUCATION**
- 4. LANGUAGES**



Personal interests and hobbies?  
**YES**



References?  
**NO**

## UNITED KINGDOM CV



CV length?  
**1-2 PAGES**



Photograph of yourself?  
**NO**



Personal information?  
**NO**

Arrange your CV in the following (reverse chronological) order...

- 1. PERSONAL SUMMARY**
- 2. EMPLOYMENT HISTORY/WORK EXPERIENCE**
- 3. EDUCATION & QUALIFICATIONS**
- 4. ACHIEVEMENTS**



Personal interests and hobbies?  
**YES BUT KEEP IT CONCISE**



References?  
**NO**

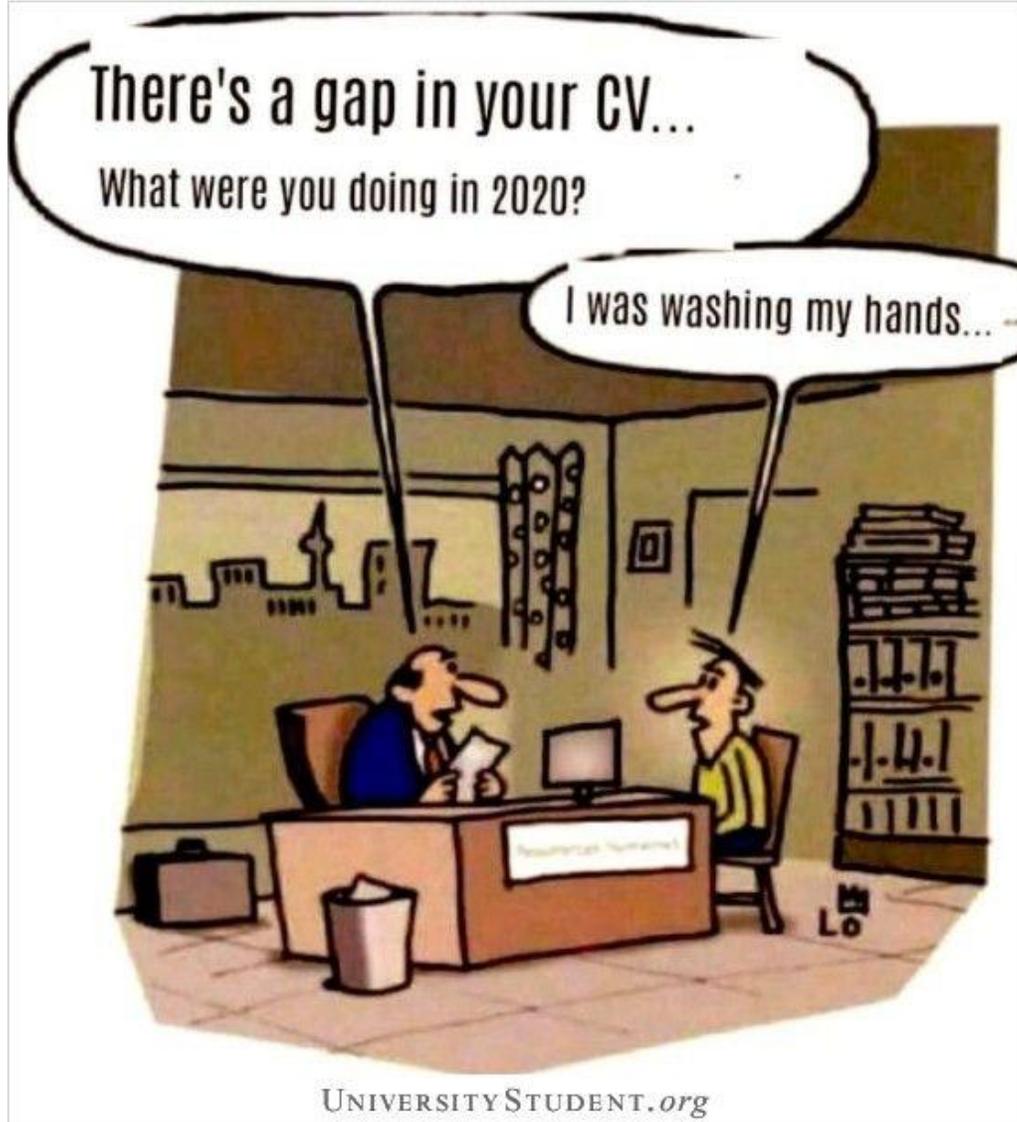
# CV's in different countries

## SCANDINAVIAN CV

NORWAY, SWEDEN, FINLAND & DENMARK

 <p>CV length? <b>1-2 PAGES</b></p>	 <p>Photograph of yourself? <b>YES</b></p>	 <p>Personal information? <b>NO, JUST CONTACT INFO</b></p>
<p>Arrange your CV in the following (reverse chronological) order...</p> <ol style="list-style-type: none"><li><b>1. SUMMARY</b></li><li><b>2. EMPLOYMENT HISTORY/WORK EXPERIENCE</b></li><li><b>3. EDUCATION &amp; QUALIFICATIONS</b></li><li><b>4. LANGUAGES</b></li></ol>		
 <p>Personal interests and hobbies? <b>YES</b></p>	 <p>References? <b>NO</b></p>	

# 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".

## Access to Interview Training Platform

