

Generelles

- Ziel des Lebenslaufes ist, den persönlichen Werdegang darzustellen
- Übersichtliche Gestaltung, um schnell einen ersten Eindruck von Ihnen bekommen zu können
- Umgekehrt chronologisch sortiert (vom Aktuellsten zum Ältesten)
- Schriftart sollte deutlich lesbar sein, Schriftgröße nicht <8Pkt., keine Rechtschreib-/Grammatikfehler
- Kurze und präzise Formulierungen, positiv und aktiv
- Machen Sie Ihren Lebenslauf persönlich, seien Sie authentisch
- Für UK empfohlen wird ein CV auf einer Seite (oft sog. One Pager gefordert, andernfalls max. 2 Seiten erlaubt)
- Persönliches wie Geburtsdatum, Nationalität, Foto etc. sind wegen Diskriminierungs-Richtlinien nicht gern gesehen. Hingegen ist eine Führerschein-Angabe willkommen (z.B. in Abschnitt 'Skills')
- Häufig werden Referenzen verlangt: geben Sie in dem Fall 2-3 Kontaktnamen mit Funktion und Institution an, andernfalls 'references available upon request'

1 Dos: Heben Sie Ihren Namen hervor, da es um Sie und Ihr ganz persönliches Profil geht.
Don'ts: Ein Foto und persönliche Angaben wie z.B. Geburtsdatum, Nationalität und Zivilstand sollen nicht angegeben werden.

2 Dos: Geben Sie Kontaktmöglichkeiten an. Vergessen Sie nicht, eine telefonische Voicemail zu installieren, damit Recruiter Nachrichten hinterlassen können. Optional kann ein Kurzprofil von ca. 4-5 Zeilen folgen mit den für die Stelle relevanten Erfahrungen und Kompetenzen.
Don'ts: Verwenden Sie keine unprofessionelle E-Mail Adresse wie z.B. dragonslayer92@mail.com

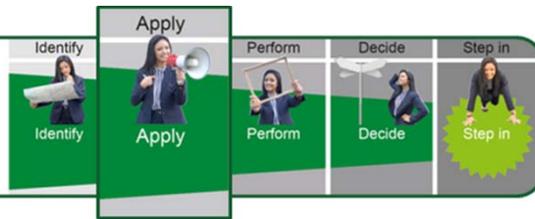
3 Dos: Falls für den Arbeitgeber relevant, können optional jeweils z.B. Studienschwerpunkt, Notendurchschnitt, Praxisprojekte, Thesis etc. ergänzt werden.
Don'ts: Keine kompletten Auflistungen absolvierter Kurse einfügen, Studienschwerpunkt genügt.

4 Dos: Benennen Sie nicht nur den Arbeitgeber, sondern auch Ihre eigene Funktion und die Abteilung. Heben Sie ganz konkret Ihre Hauptaufgaben und Projekte hervor, die für die neue Stelle relevant sind.
Don'ts: Vermeiden Sie nichtssagende Punkte wie «Supported audit team»: was haben Sie ganz konkret beigetragen? Besser: «Analyzed client financial information as member of the audit team»

5 Dos: Nennen Sie Aktivitäten und Engagements, in denen Sie relevante überfachliche Kompetenzen vertieft haben. Beschreiben Sie auch hier Ihre Hauptaufgaben und Projekte. Erklären Sie die Institutionen, wenn diese wenig bekannt sind (Bereich, Zweck).
Don'ts: Nennen Sie keine reinen Hobbies – diese werden erst unter «Interests» aufgeführt.

6 Dos: Schätzen Sie das Niveau Ihrer Kenntnisse ehrlich und realistisch ein, nennen Sie ev. aktuelle Zertifikate. Ergänzen Sie am Schluss optional bis zu 5 Hobbies oder Themen, die für Sie von Relevanz sind – sie ergänzen das Persönlichkeitsbild und sorgen für «Eisbrecher» beim Bewerbungsgespräch.
Don'ts: Vermeiden Sie Auflistungen von knappen Grundkenntnissen, die für die Stelle nicht wichtig sind.

1		KAREN EXAMPLE
2		123 Example Road, London, QX3 8NV, UK Tel: +41 (0) 79 123 45 67 Email: k_example@mail.com
Education		
3	08/2013 - now	Cambridge University, United Kingdom Master in Business Administration
	02/2014 - 06/2014	University of St. Gallen, Switzerland Exchange semester
	08/2010 - 08/2013	Cambridge University, United Kingdom Bachelor in Mathematics
	08/2003 - 08/2010	Royal Park High School Surrey, United Kingdom English, Economics, French, Psychology, Mathematics
Work experience		
	Summer 2013	BCG, London, United Kingdom Internship as Summer Associate <ul style="list-style-type: none"> • Supported analysts in mergers and acquisitions • Conducted research for client presentations • Modelled the future financial performance of companies • Project member in product development project international client
4	10/2011 - 03/2012	Dalton Consultants, Amsterdam, the Netherlands Internship as Chartered Accountant in Business Advisory Department <ul style="list-style-type: none"> • Gathered information in order to contribute to audit reports • Analyzed the quality of used spreadsheets and databases as well as proposed improvement suggestions and implemented them • Analyzed client financial information as member of the audit team
	Summers 2008 – 2011	Harrods, London, United Kingdom Summer sales support <ul style="list-style-type: none"> • Advising and selling top end watches to international clients • Responsible for sales promotion actions • Twice top seller of the week
Extracurricular activities		
	2010 - now	Captain of the student Volleyball Team, Cambridge University <ul style="list-style-type: none"> • Motivated players to reach the highest results led to the second rank during the Student competition in the UK in 2012
5	Summer 2012	Volunteer for Red Cross Cambodia <ul style="list-style-type: none"> • Build with a team of 12 volunteers a schoolhouse for children in a small village in Cambodia • Taught English to 25 children between 8 and 12 years old
Skills		
6		IT: Proficient in use of Microsoft Office, Bloomberg Languages: Mother tongue: English and German, Basic: French and Spanish Driving: Full clean driving license
Interests		
		Football, travelling in Africa and reading historical books about painters
References		
		Dr. Ellie Ellis, Cambridge University, e.example@cambridge.edu.com, +44 00 123 45 67 John Smith, Dalton Consultants Amsterdam, j.smith@dcams.biz, +31 11 123 45 67



General

- The purpose of the CV is to present your personal career
- Well-structured design, in order to convey a quick initial impression of yourself
- Sort in reverse chronological order (newest on top)
- The font should be clearly legible, the font size should not be smaller than 8 pt, no spelling/grammar mistakes
- Use concise and precise, positive and active wording
- Personalise your CV, be authentic
- A one-page CV is recommended for the UK (one-pager often required, otherwise max. two pages permitted)
- Due to anti-discrimination guidelines, personal details such as the date of birth, nationality, photograph, etc. are not welcome. By contrast, information on a driving license is welcome (e.g. under "Skills")
- References are often requested: In this case, specify two or three contacts along with their functions and institutions or write "References available upon request"

1 Dos: Highlight your name, as this is about you and your personal profile.
Don'ts: Do not provide any photograph and personal details such as the date of birth, nationality and marital status.

2 Dos: Specify how you can be contacted. Do not forget to set up voicemail on your telephone in order to enable recruiters to leave messages. Optionally, a brief profile of about four or five lines may follow, specifying the experience and competencies relevant to the job.
Don'ts: Do not use unprofessional e-mail addresses, such as dragonslayer92@mail.com

3 Dos: If relevant for the employer, details such as the focus of studies, grade average, practical projects, thesis, etc. can be added.
Don'ts: Do not list all completed courses, the focus of studies is sufficient.

4 Dos: Do not only mention the employer, but also your own function and department. Specifically highlight your main duties and projects that are relevant to the new job.
Don'ts: Avoid empty statements such as "Supported audit team": What exactly was your contribution? Better: "Analyzed financial information of the client as member of the audit team"

5 Dos: Name activities and missions in which you deepened relevant interdisciplinary competencies. Describe your main duties and projects here. Explain the institutions if they are little known (area, purpose).
Don'ts: Do not mention pure hobbies – these should only be listed under "Interests".

6 Dos: Be honest and realistic in your evaluation of your skill level, mention any recent certificates. At the end, you can add up to five hobbies or subjects relevant to you – such information complements the personality profile and helps to "break the ice" during the job interview.
Don'ts: Avoid listing basic skills that are irrelevant to the job.

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2

Education

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 Exchange semester

08/2010 - 08/2013 **Cambridge University, Cambridge, United Kingdom**
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- Conducted research for client presentations
- Modelled the future financial performance of companies
- Project member in product development project international client

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- Motivated players to reach the highest results led to the second rank during the Student competition in the UK in 2012

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- Build with a team of 12 volunteers a schoolhouse for children in a small village in Cambodia
- Taught English to 25 children in the age between 8 and 12 years old

Skills

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IT: Proficient in use of Microsoft Office, Bloomberg
 Languages: Mother tongue: English and German, Basic: French and Spanish
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