

Sample Curriculum Vitae (CV)

A well-structured and concise CV is your business card for the application process. Following are some tips on creating a successful CV.

General considerations:

- Aim of the CV is to present your career in a clear and professional manner—to give a positive first impression of yourself and your achievements
- Your experience and education should be listed in reverse chronological order (from most recent to oldest); keep less relevant experiences from years ago short (e.g., internships)
- Max. 2 pages recommended: short and precise descriptions with relevant key words, using positive action words
- Personal information such as nationality, marital status, number of children, age and picture is not required
- Check for spelling errors
- Use a legible font size, recommend 11 pts and no smaller than 10 pts

Explanatory notes to the Sample CV on the next page:

1. Provide mobile and email contact information—do not use an unprofessional email address such as carnival-thomas76@mail.com. Remember to install voicemail so recruiters can leave messages.
2. Highlight your name. You want the recruiter to remember it. Include your work permit as proof of employment eligibility. A keyword-based short description of approx. 4-5 lines with the relevant experiences and competencies can follow optionally.
3. Sum up your activities and responsibilities in clear bullet points, highlight your personal successes. Start with the employer and elaborate with more details: Company (with location) > Role and area > Corporate Title > specific tasks. Underline what is relevant to the new job. Avoid misleading abbreviations or terminologies.
4. Describe your educational background going back to high school. Follow the same structure as your work history: Institution (with location) > degree > focus.
5. Show your additional knowhow (e.g., languages, IT) and skills (e.g., project management) – conduct a realistic and honest evaluation regarding the level of your skill. Scaling example for languages: basic < conversational < good < very good < fluent
6. Name activities and engagements where you had the chance to show relevant soft skills. These can include social, cultural or sporting activities as well as civil and military service (optional).
7. Optionally, you may add hobbies or topics which have a personal relevance to you. They complement the whole picture about your personality and can provide "icebreakers" during the interview.
8. Reference contacts, as sources of information, are usually only relevant after interviews. Therefore, a simple comment without any specific information is sufficient (e.g. References available upon request); a listing of all enclosed documents is optional.

Sample CV

1. **Esther Example** | | +41 79 123 45 67 | esther.example@mail.com

2. **Esther Example**

Swiss B work permit

A long-term Risk Specialist from the international banking environment, with a high level of expertise, professional competency and precise working manner; committed and innovative, with a flair for challenging stakeholder management; looking for a new challenge in Risk Controlling.

3. **Practical Experience**

06/10 – today

Sample Bank AG, Zurich – Specialist Risk Measurement and Risk Control (Vice President)

- Responsible for rating methodology of internal rating systems for financial institutions, supranationals and sovereigns (operation and methodological development)
- Accountable for rating related internal procedures and management of the approval procedure by the German financial supervisory authority for the internal rating system according to Basel II requirements.
- Methodology and procedure trainings for internal users, management and German financial supervisory authority representatives
- Contributor in Sample Bank's cooperation project with other banks related to internal rating procedures

09/05 – 05/10

Private Bank Example, Frankfurt – Credit Risk Manager (Assistant Vice President)

- Accountable for the portfolio of financial institutions in Central and Eastern Europe and Russia
- Credit competency depending on the risk classifications up to EUR XY million creditworthiness analysis, ongoing creditworthiness monitoring as well as credit rating; creation of credit plans in cooperation with the market sector
- Responsible for trainee management and preparation of a trainee training concept for the Risk Office
- Deputy team lead for financial and public institutions

10/04 – 01/05

The ABC Bank, Zurich – internship as a Project Management Assistant (in parallel with studies)

- Planning and implementation of a new tool for rating procedures
- Collaboration with the Board of Directors
- Project monitoring

4. **Education**

10/03 – 07/05

University of Zurich, Zurich – Master of Arts in Economics

Focus on Banking and Financial Markets, international Finance, International Monetary Economics, Monetary Macro analysis, International Business

10/00 – 07/03

University of Zurich, Zurich – Bachelor of Arts in Economics

Focus on Banking, Insurance, Financial Mathematics

08/93 – 07/99

Kantonsschule Rychenberg, Winterthur – University entrance diploma

Focus on modern languages and Business & Law

5. **Other**

Languages
IT

Dutch (mother tongue), English (very good), German (conversational), French (conversational, DELF 2003)
Microsoft Office, Bloomberg, Rating Agencies, BankingToday 3.4

6. **Extracurricular activities**

05/12 – present

Association "Sonnenfeld", support of disadvantaged families, Musterdorf – Treasurer

09/11 – 12/15

Basketball Club "Sonnenfeld", Musterdorf – Trainer (for ages 8-12)

7. **Interests**

Art, diving, basketball, marathons

8. **References:** available upon request

Attachments: diplomas (2x), work reference letters (3x)