Curriculum Vitae

An introduction to writing a resume

Ramtin Azimi
24/03/2018

Introduction: An application

What is a Curriculum Vitae (CV)?

A CV is a summary of one‘s experience, academic degrees and skills.

What do you need it for?

A CV is asked when applying for…

universities,

scholarships/grants and

companies.

Important note

The following remarks on CVs are based on my own experience which has worked well for me. Other people’s opinion may vary from this.

Introduction: An application

A usual application will consist of…

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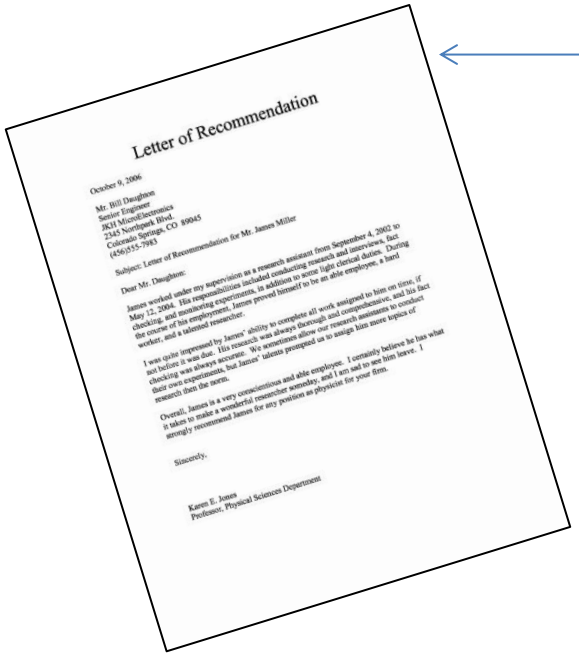

Letter of Recommendation

October 9, 2006

Mr. Bill Daughton
Senior Engineer
JKH MicroElectronics
2345 Northpark Blvd.
Colorado Springs, CO 80945
(456)555-7983

Subject: Letter of Recommendation for Mr. James Miller

Dear Mr. Daughton:

James worked under my supervision as a research assistant from September 4, 2002 to May 12, 2004. His responsibilities included conducting research and interviews, fact checking, and monitoring experiments. In addition to some light clerical duties. During the course of his employment, James proved himself to be an able employee, a hard worker, and a talented researcher.

I was quite impressed by James' ability to complete all work assigned to him on time, if not before it was due. His research was always thorough and comprehensive, and his fact checking was always accurate. We sometimes allow our research assistants to conduct their own experiments, but James' talents prompted us to assign him more topics of research than the norm.

Overall, James is a very conscientious and able employee. I certainly believe he has what it takes to make a wonderful researcher someday, and I am sad to see him leave. I strongly recommend James for my position as physicist for your firm.

Sincerely,

Karen E. Jones
Professor, Physical Sciences Department

Reference or Recommendation Letters

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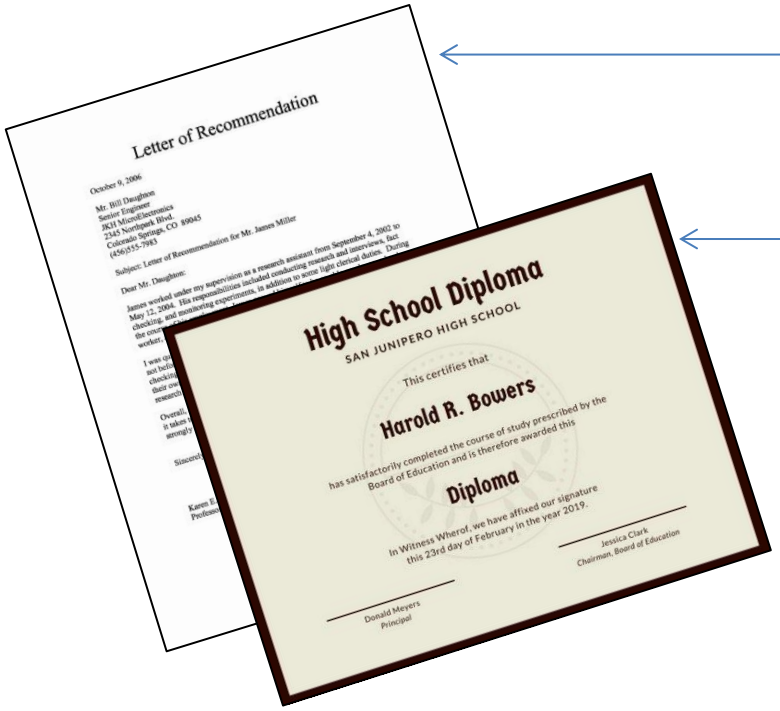

Reference or Recommendation Letters

Certificates

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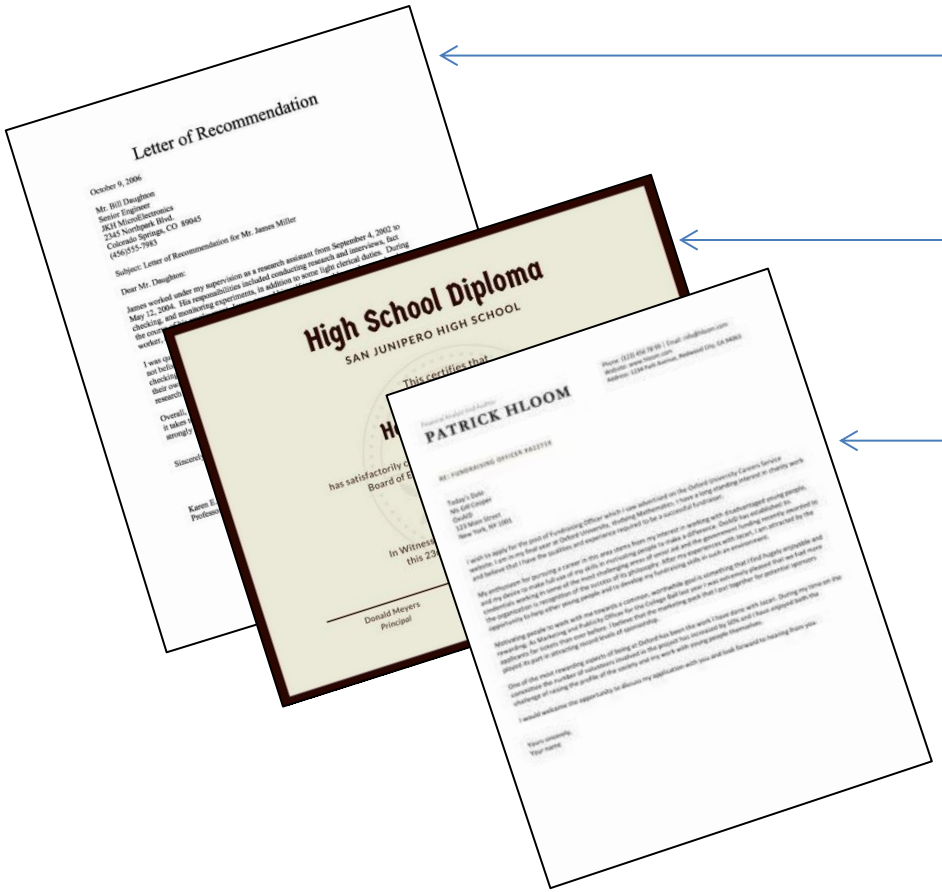

- Reference or Recommendation Letters
- Certificates
- Cover or Motivational Letter

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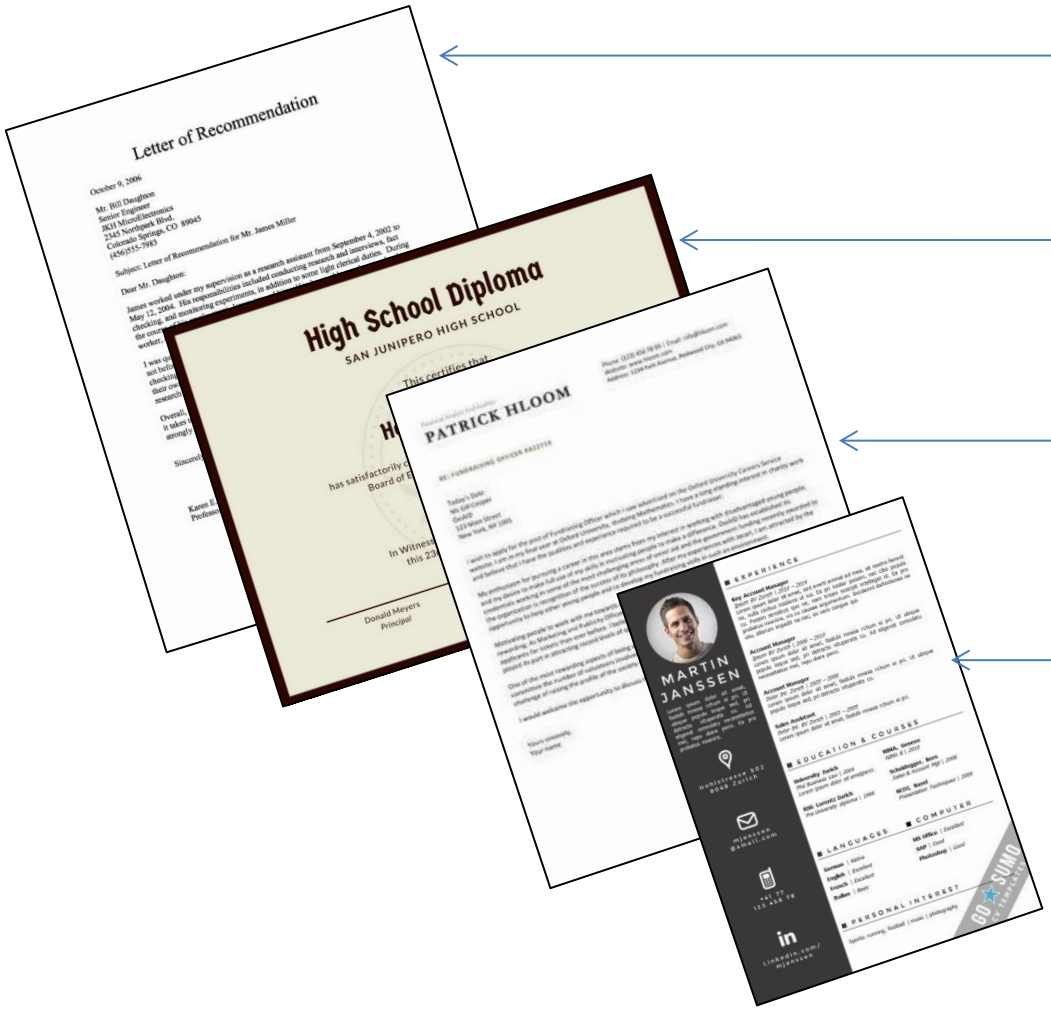


- Reference or Recommendation Letters
- Certificates
- Cover or Motivational Letter
- CV

Introduction: An application

But the CV will be the first thing a recruiter looks at!

Introduction: Example

This is Max.

Introduction: Example

Max has recently graduated from university.

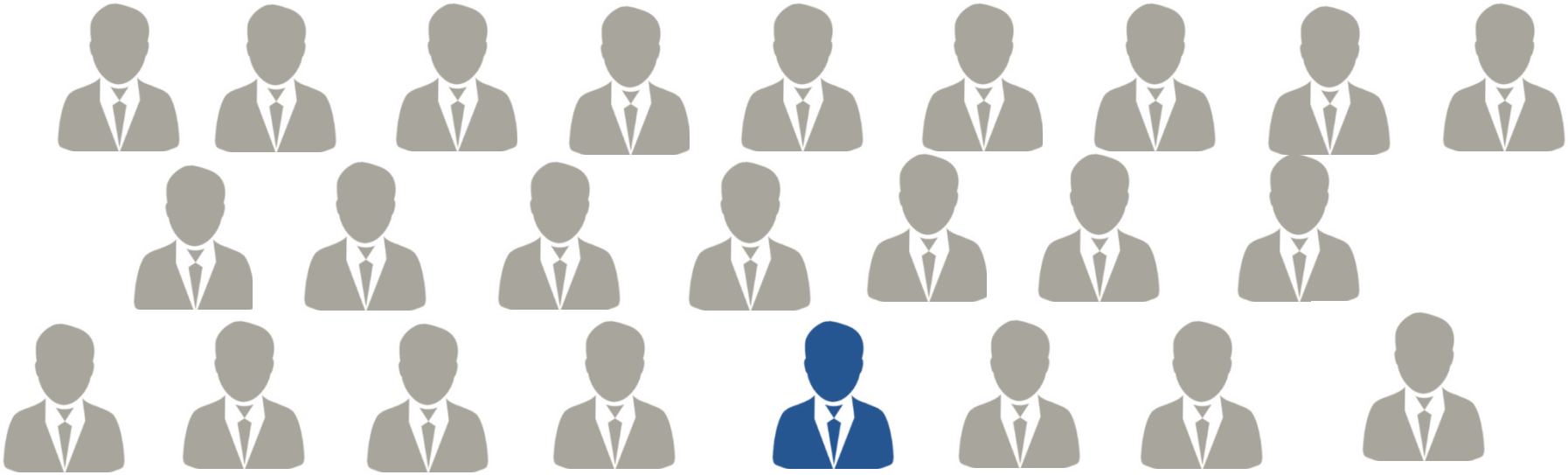
Introduction: Example

And he is finally ready to apply for jobs.

Introduction: Example

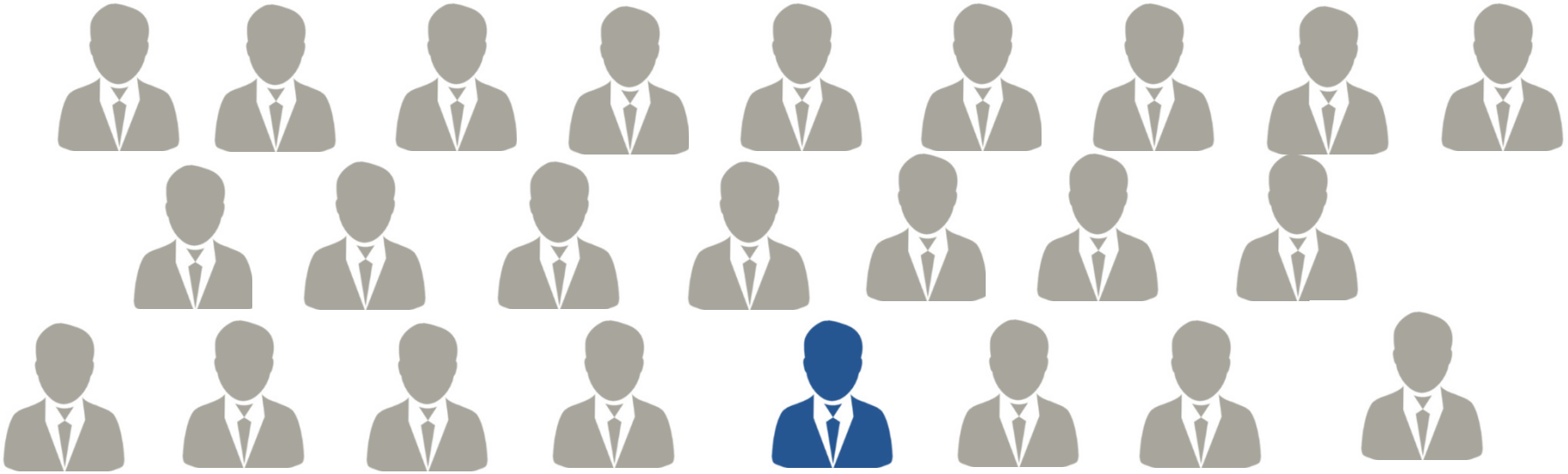
He chooses to apply for Google and sends his application.

Introduction: Example



But he is not alone.

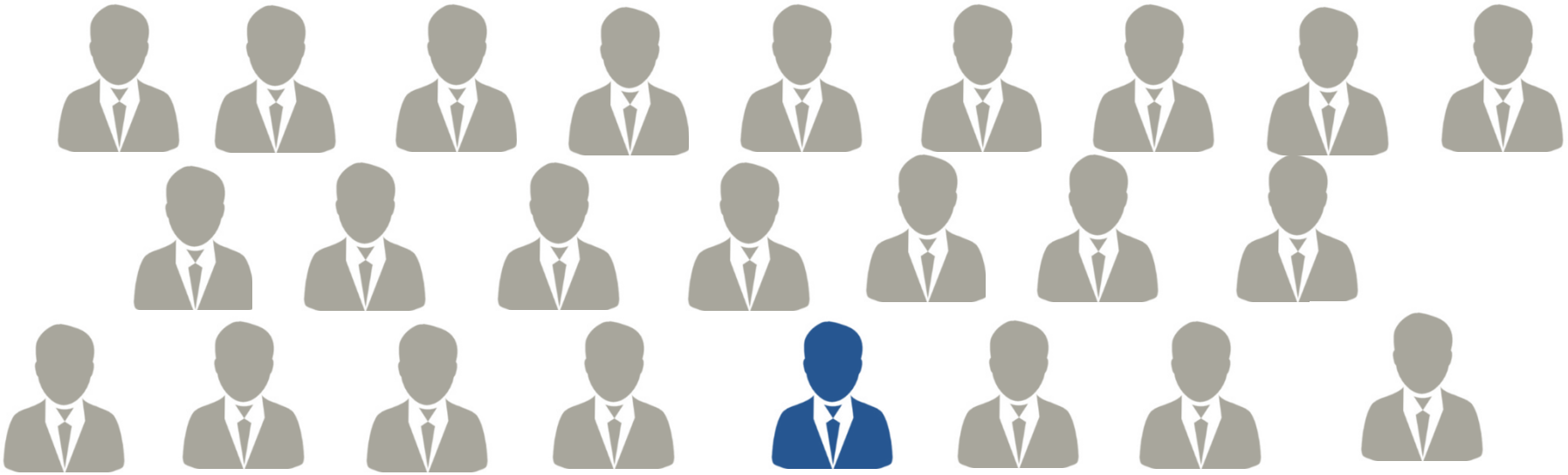
Introduction: Example



How many applications does Google receive per year?

Take a wild guess…

Introduction: Example



How many applications does Google receive per year?

2.5 million

Introduction: Example

How much time does a recruiter spend on a CV?

Take a wild guess…

Introduction: Example

How much time does a recruiter spend on a CV?

7 – 10 seconds.

Introduction: Course overview

What makes a CV good?

1. Structure & Design
2. Content
3. Language

Introduction: Course overview

What makes a CV good?

We will discuss these in our CV course.

1. Structure & Design
2. Content
3. Language

1st Lesson

2nd Lesson

Introduction: Course overview

What makes a CV good?

We will discuss these in our CV course.

1. Structure & Design — 1st Lesson
2. Content — 2nd Lesson
3. Language — 2nd Lesson

A good CV means to market yourself successfully. You are the product your are selling.

1st Lesson: Structure & Design

Goals for the first lesson.

1. **Structure.**
   What is a good structure?

2. **Design.**
   How can we implement different CV-Designs?

1st Lesson: Structure

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Experience

List of job experiences.
Reverse chronological order (Most current first)

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Others

languages, skills, awards, qualifications, scholarships, interests

1st Lesson: Design

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How would you implement this CV's Design in Word?

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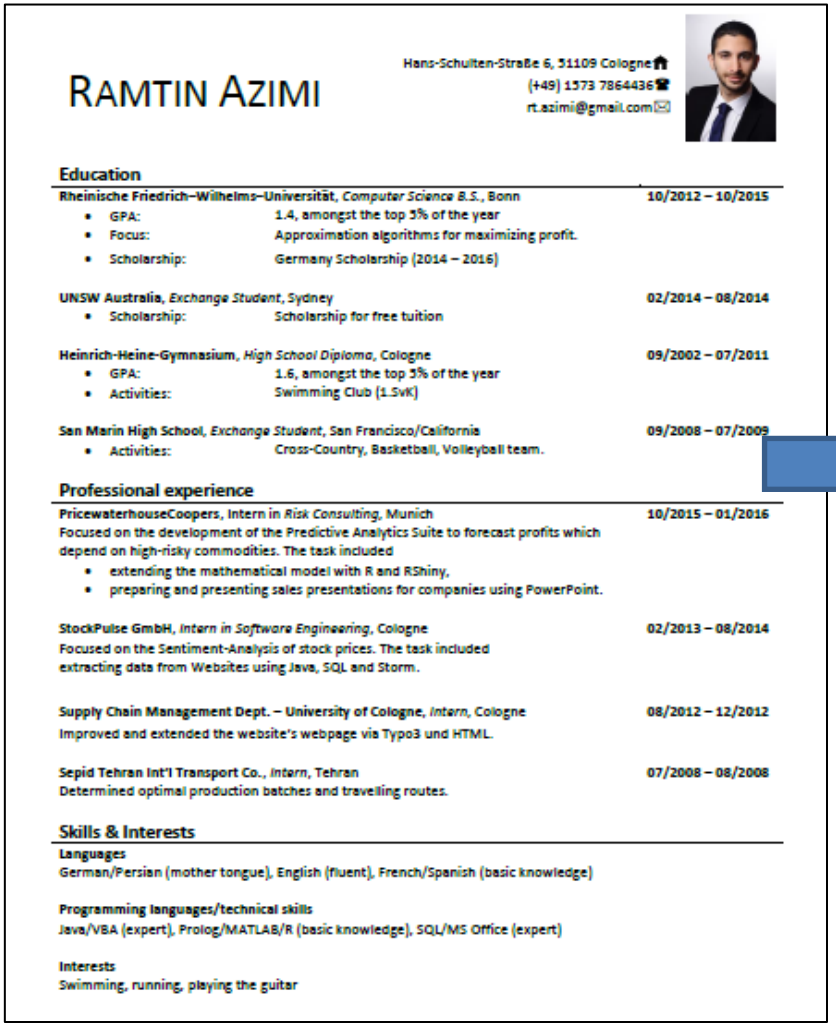
This is a single table. Always use a table to implement a CV!



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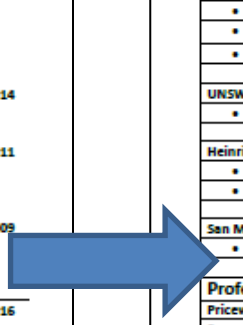

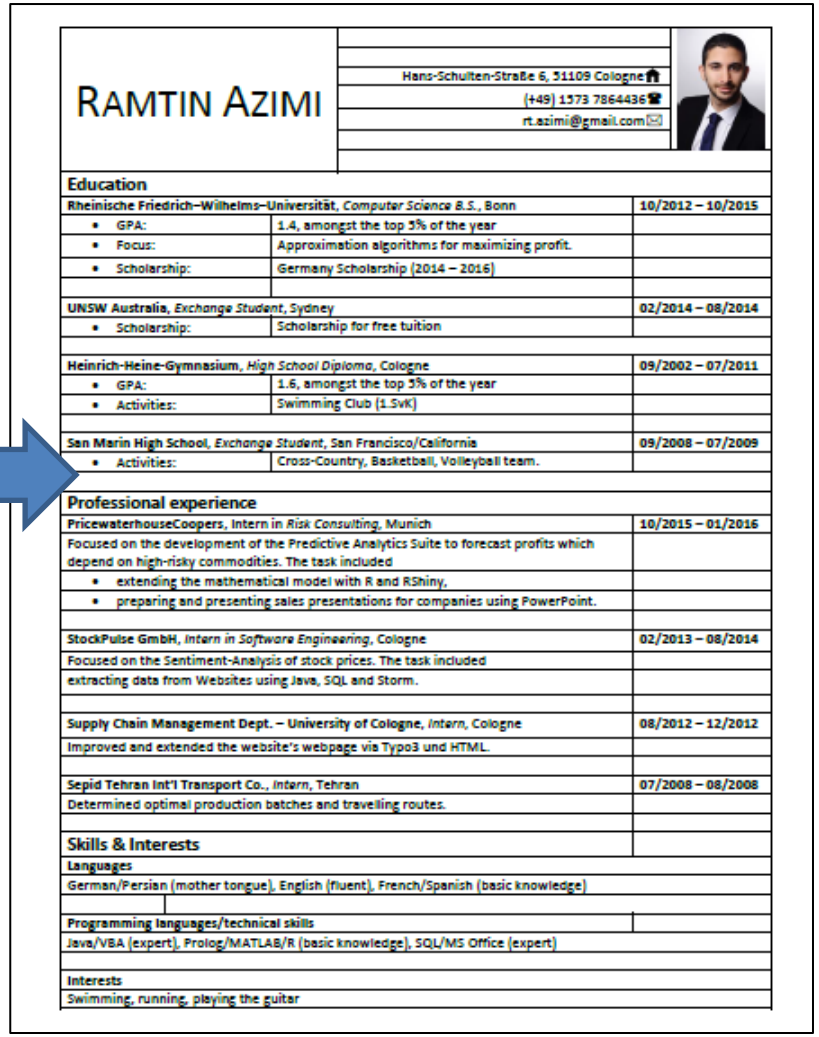

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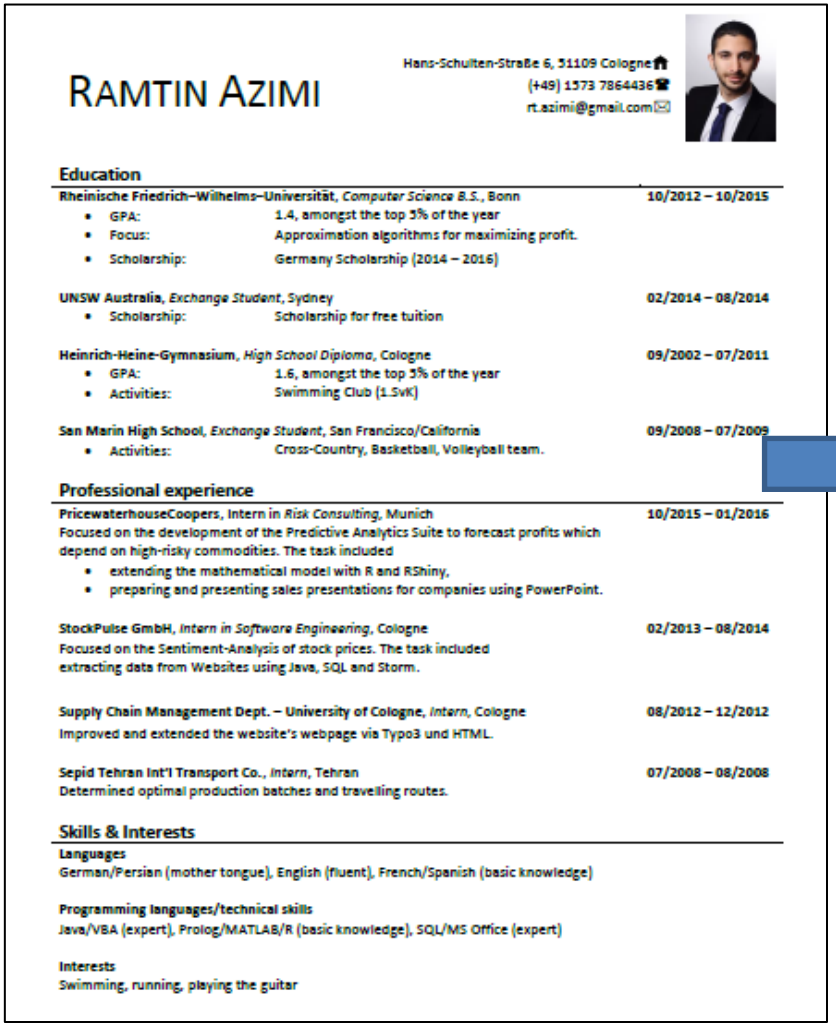

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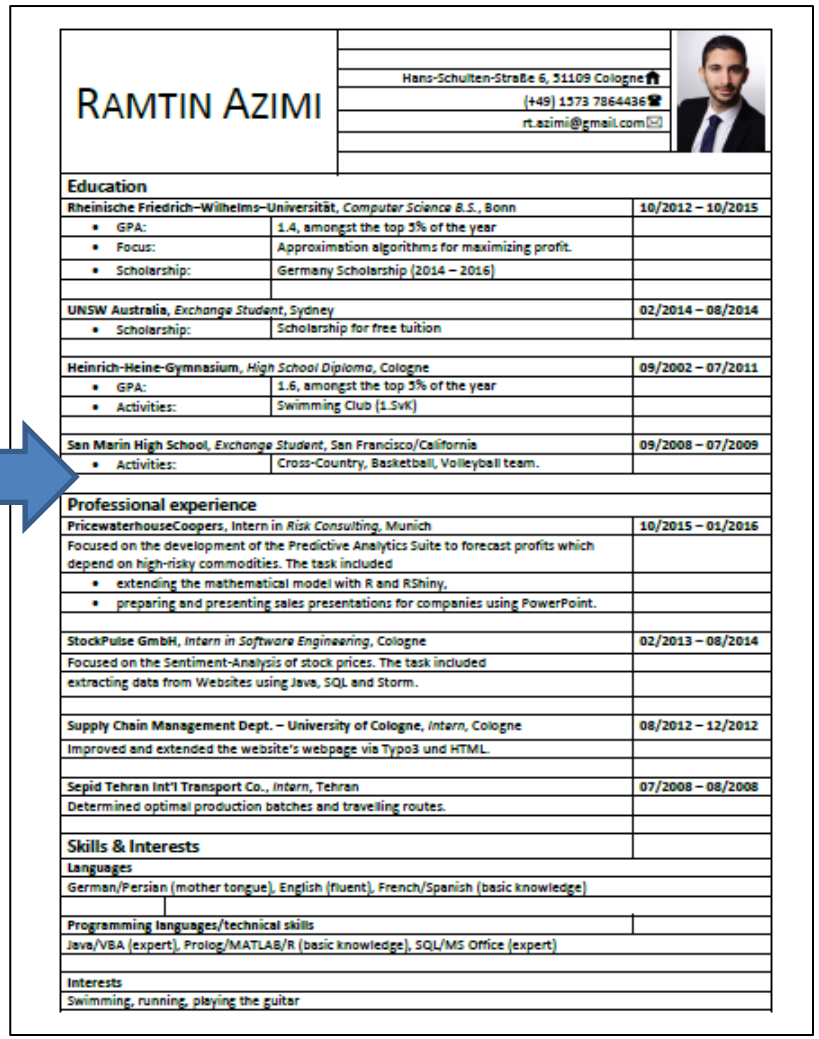

RAMTIN AZIMI

Hans-Schulten-Straße 6, 51109 Cologne
(+49) 1573 7864436
rt.azimi@gmail.com

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Interests
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1st Lesson: Design

More exercises.

1. Make profile details left-align
2. Add a line between name and details

1

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Underline headline only until date

2

Education

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- GPA: 1.4, amongst the top 5% of the year
- Focus: Approximation algorithms for maximizing profit.
- Scholarship: Germany Scholarship (2014 – 2016)

1. Headline vertical-align
2. Add a line between headline and text

3

EDUCATION

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- Scholarship: Germany Scholarship (2014 – 2016)

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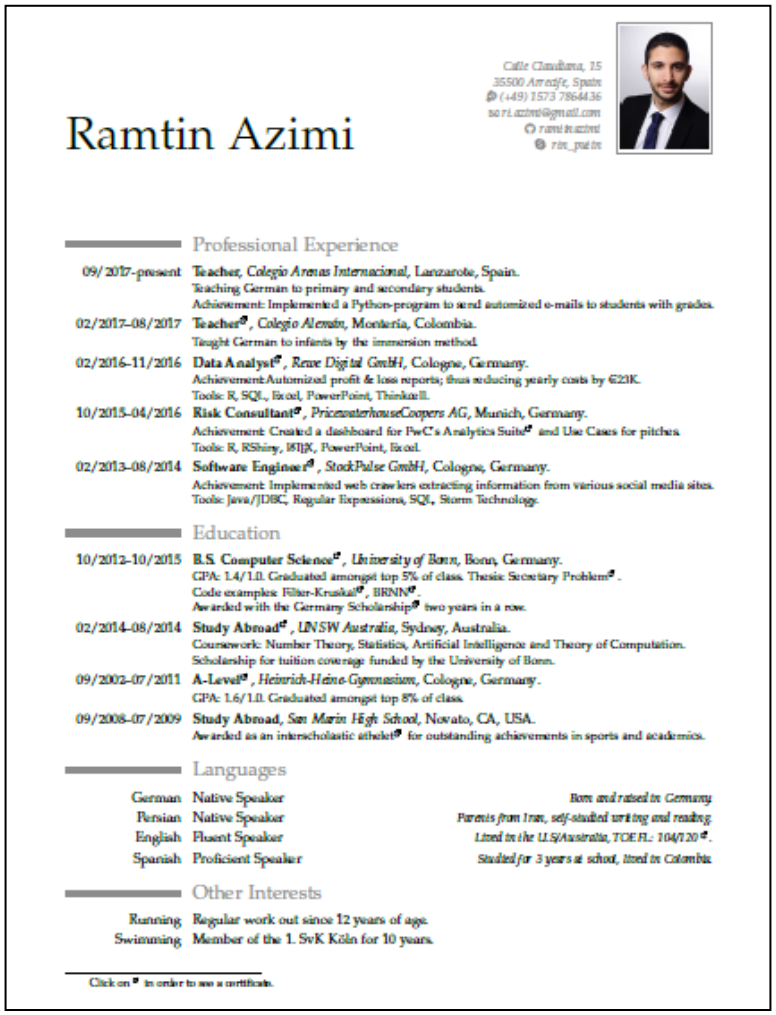
1st Lesson: Design

Different designs. Think whether you would be able to implement them.



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35500 Arrecife, Spain
(+49) 1573 7864436
sari.azimi@gmail.com
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rin_puein

Professional Experience

09/2017-present **Teacher**, *Colegio Arenas Internacional*, Lanzarote, Spain.
Teaching German to primary and secondary students.
Achievement: Implemented a Python-program to send automized e-mails to students with grades.

02/2017–08/2017 **Teacher**, *Colegio Alemán*, Montería, Colombia.
Taught German to infants by the immersion method.

02/2016–11/2016 **Data Analyst**, *Rewe Digital GmbH*, Cologne, Germany.
Achievement: Automized profit & loss reports; thus reducing yearly costs by €23K.
Tools: R, SQL, Excel, PowerPoint, Thinkcell.

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02/2013–08/2014 **Software Engineer**, *StockPulse GmbH*, Cologne, Germany.
Achievement: Implemented web crawlers extracting information from various social media sites.
Tools: Java/JDBC, Regular Expressions, SQL, Storm Technology.

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10/2012–10/2015 **B.S. Computer Science**, *University of Bonn*, Bonn, Germany.
GPA: 1.4/1.0. Graduated amongst top 5% of class. Thesis: Secretary Problem.
Code examples: Filter-Kruskal, BRNN.
Awarded with the Germany Scholarship two years in a row.

02/2014–08/2014 **Study Abroad**, *UNSW Australia*, Sydney, Australia.
Coursework: Number Theory, Statistics, Artificial Intelligence and Theory of Computation.
Scholarship for tuition coverage funded by the University of Bonn.

09/2002–07/2011 **A-Level**, *Heinrich-Heine-Gymnasium*, Cologne, Germany.
GPA: 1.6/1.0. Graduated amongst top 8% of class.

09/2008–07/2009 **Study Abroad**, *San Marin High School*, Novato, CA, USA.
Awarded as an interscholastic athelet for outstanding achievements in sports and academics.

Languages

German	Native Speaker	*Born and raised in Germany*
Persian	Native Speaker	*Parents from Iran, self-studied writing and reading*
English	Fluent Speaker	*Lived in the U.S/Australia, TOEFL: 104/120*
Spanish	Proficient Speaker	*Studied for 3 years at school, lived in Colombia*

Other Interests

Running	Regular work out since 12 years of age.
Swimming	Member of the 1. SvK Köln for 10 years.

Click on in order to see a certificate.

Classic Design

1st Lesson: Design

Different designs. Think whether you would be able to implement them.

Clicking on this symbol opens the certificate.

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JANE SMITH

Addres
199 Walnut St., Suite 6
Lockport, NY 14094

Contact
899 399 169
jane.smith@gmail.com

Date of Birth
11-12-1989

LANGUAGES

English

German

SOFTWARE SKILLS

Microsoft Word

Microsoft Excel

CorelDraw

PERSONALITY

- Optimistic
- Patient
- Communicative
- Creative
- Exactitude

OBJECTIVE

Obtain a IT Specialist position where. I can maximize my skills and development.

EDUCATION

2010 - 2013
Taylor's University
Masters Degree in Graphic Communication Design

2008 - 2010
Western Michigan University
Bachelor of Science in Information Technology

2008 - 2009
Walden University
Bachelor of Science in Web Development

EXPERIENCE

05. 2013 - 06. 2014
Creative Director
Advertising Agency: "Future Look"

06. 2012 - 05. 2013
UI Designer
Web Design Company: "Fresh"

05. 2011 - 05. 2012
Graphic Designer
Web Design Company: "Fresh"

SKILLS

- ✓ Knowledge in improving usability of websites.
- ✓ High knowledge of web technologies HTML, CSS.
- ✓ Experience in programming android application's.
- ✓ Supervising advertising campaigns in social media.

TRAINING

Knowledge in improving usability of websites.

HOBBIES

New Technologies Running Photography

I hereby give consent for my personal data included in my application to be processed for the purposes of the recruitment process under the Personal Data Protection Act as of 29 August 1997, consolidated text: Journal of Laws 2002, item 1182 as amended.

Sally Chau

[redacted]

Education

Universidad de Las Palmas de Gran Canaria
09/2017 - 01/2018
Erasmus+ Exchange Semester, Las Palmas, Spain
Focus on Web Design & Development for Mobile Devices

RWTH Aachen University
10/2016 - 10/2018
M.Sc. Computer Science, Aachen, Germany
Focus on HCI & Software Verification • Was awarded with the Germany Scholarship

Australian National University
02/2014 – 12/2014
Exchange Year, Canberra, Australia
Focus on Mathematics & Human Computer Interaction • Was awarded with a scholarship by the University of Bonn for high achieving students

University of Bonn
10/2012 – 10/2015
B. Sc. Computer Science, Bonn, Germany
Local GPA of 1.2/1.0 • Focus on Algorithmic Game Theory • Was awarded with the Germany Scholarship

Heinrich-Heine-Gymnasium
08/2004 – 07/2012
High School Diploma, Cologne, Germany
Local GPA of 1.1/1.0 as best of class • Skipped 10th grade because of excellent achievements • Was awarded with the physics book price by the German Physical Society (DPG) for high achievements in physics

Experience

adesso insurance solutions
05/2016 - present
Working Student, Cologne, Germany
Developing life insurance maintenance software PSLife using Java & JSF

McKinsey & Company
11/2015 – 01/2016
Fellow Intern, Cologne, Germany
Supported the IT integration of two leading international technology companies in synergies, target organization & application landscape in Munich & Helsinki • Created an Excel-tool for automated survey evaluation & presentation

artegic AG
02/2015 – 10/2015
Junior Software Tester, Bonn, Germany
Designed, developed & reviewed testing framework in PHPUnit4 for automatic unit tests on email marketing software ELAINE including presentations, documentation & benchmark tests

University of Bonn
10/2013 – 03/2014
Teaching Assistant, Bonn, Germany
Prepared & revised content for the lecture "Logics & Discrete Structures" • Discussed weekly assignment sheets & evaluated tests for two groups consisting of 20 students each

C&A Mode GmbH & Co.KG
09/2011 – 03/2013
Sales Assistant, Cologne, Germany
Supported sales & till services

Programming Languages & Technologies
Java, Python, PHP, C, Processing • HTML, JSF, JavaScript • SQL • MatLab • MS Office, LaTeX

Languages
German (mother tongue) • English (fluent, TOEFL iBT: 118/120) • French (intermediate) • Cantonese (beginner) • Spanish (beginner)

Interests
Art & Design • Baking & Cooking • Travelling • Reading • Swimming

1st Lesson: Pay attention

Pay attention to the following points when using a design.

1

Consistency.
Everything should be aligned and there should be no extra spaces.

2

Less is more.
Do not use many different colors, fonts and font sizes.
If you are unsure, the classical design is always a good option.

3

One page.
A perfect CV should be only one page. Remember that a recruiter has only 10 seconds to review the CV.

4

The art of a CV.
The art of a design is to use the space efficiently to add information, but at the same time not having the CV look messy.

1st Lesson: Now, it's your turn!

Homework: Write your own CV.

2nd Lesson: Let's review.

What have we learnt so far?

2nd Lesson: Let's review.

What have we learnt so far?

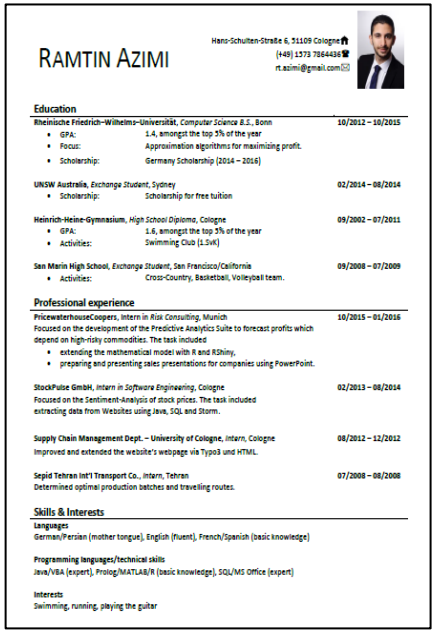
Structure
What is a good structure?

2nd Lesson: Let's review.

What have we learnt so far?

Structure

What is a good structure?



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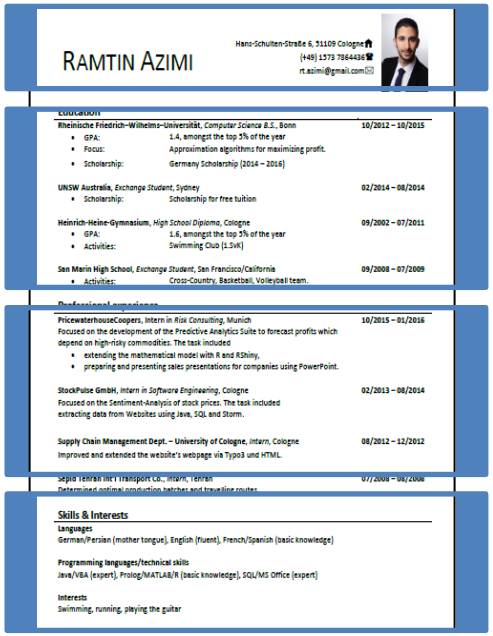

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What is a good structure?

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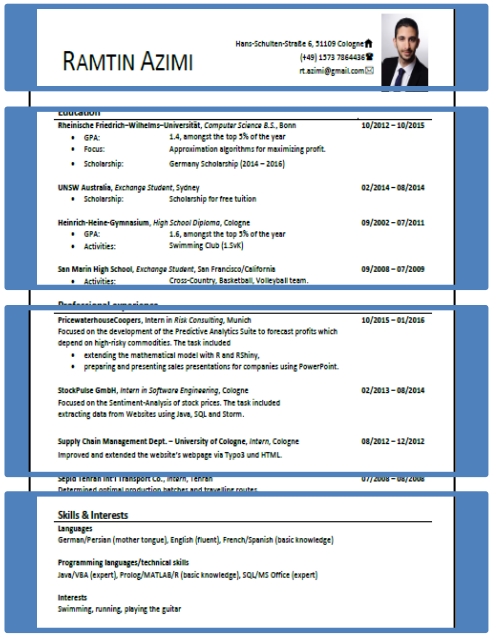
How can we implement different CV-Designs?



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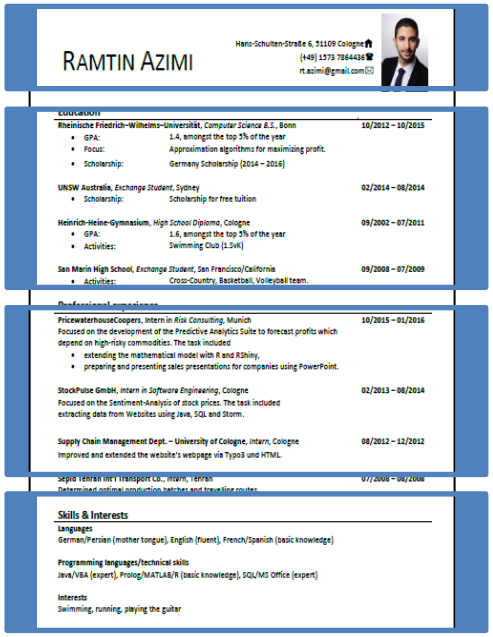

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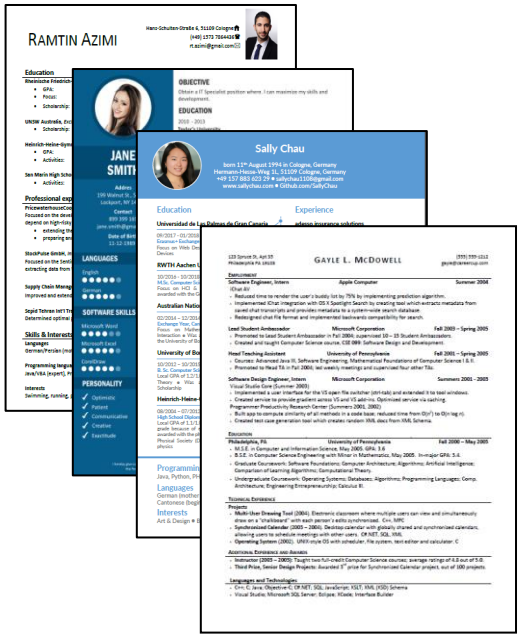

2nd Lesson: Content & Language

Goals for the second lesson.

1. **Content.**
   What are we supposed to write?

2. **Language.**
   How are we supposed to write it?

2nd Lesson: Content

What are we supposed to write?

2nd Lesson: Content

What are we supposed to write?

Basic information.
There are some basic information which most people agree belongs on the CV.

2nd Lesson: Content

What are we supposed to write?

Basic information.
There are some basic information which most people agree belongs on the CV.

Extended information.
For more extended information opinions may differ.

2nd Lesson: Content

What are we supposed to write?

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2nd Lesson: Content

What are we supposed to write?

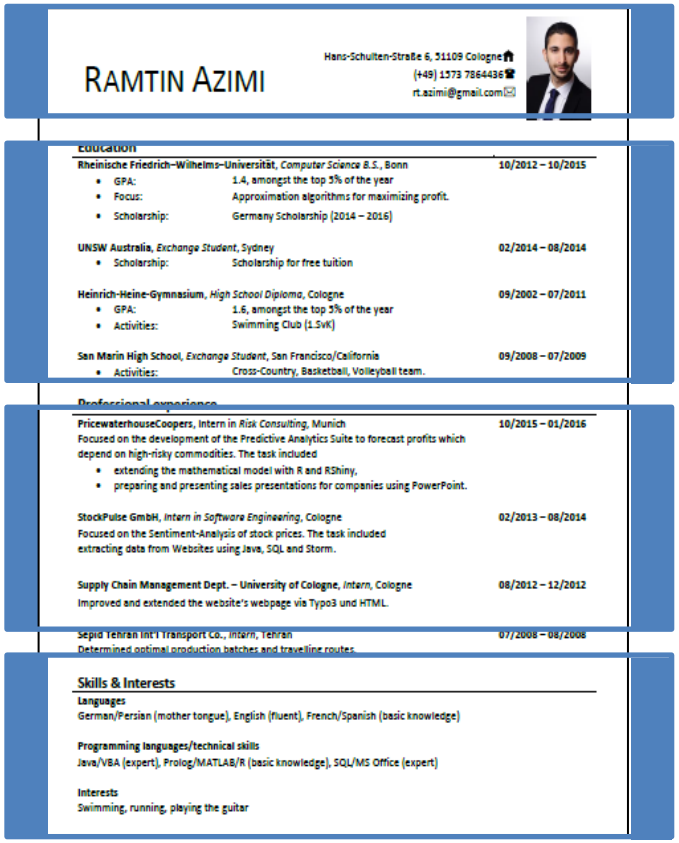
Basic information.
There are some basic information which most people agree belongs on the CV.

Extended information.
For more extended information opinions may differ.

Is this a good information to be added? Right? Wrong? *It depends.*
Ask yourself: Would this information be of interest for the recruiter?

2nd Lesson: Content

Let's discuss it by focusing on each CV section individually.



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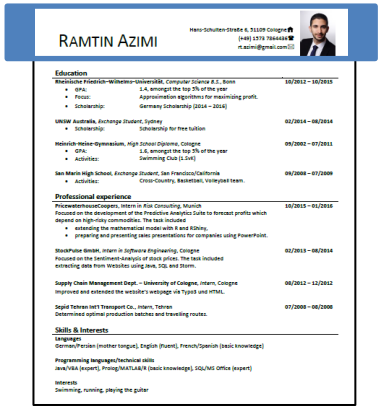

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- Scholarship: Scholarship for free tuition

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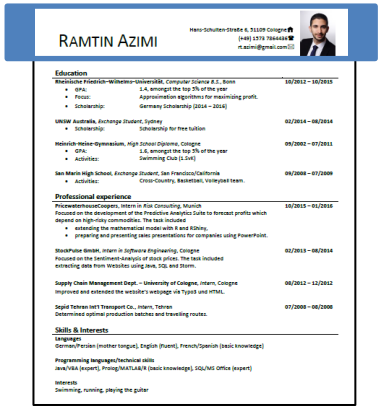
RAMTIN AZIMI

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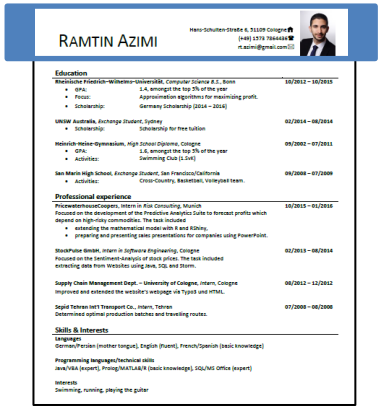
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Extended information: Picture, Skype Id, Nationality, Birth date/place, Homepage etc.

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ramtinazimi
rtn_putin

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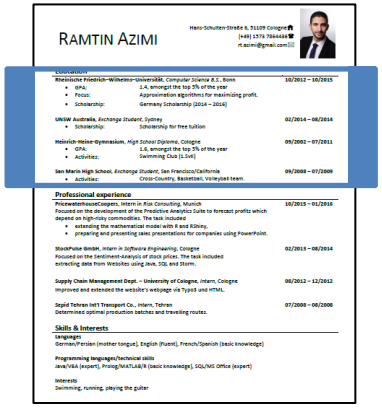

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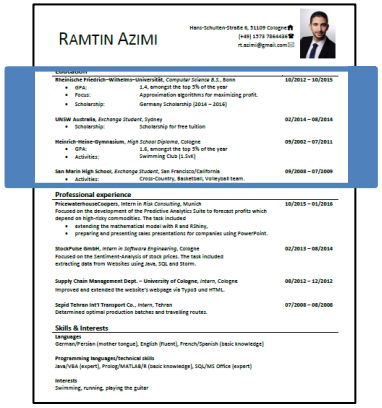
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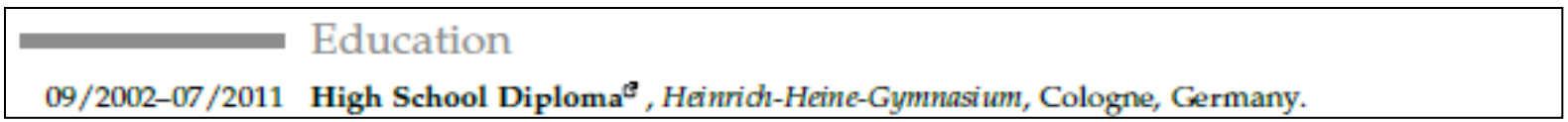
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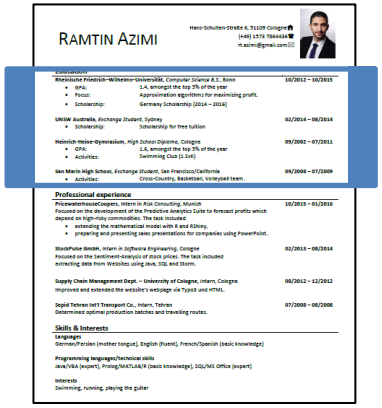

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Basic information: Date range.

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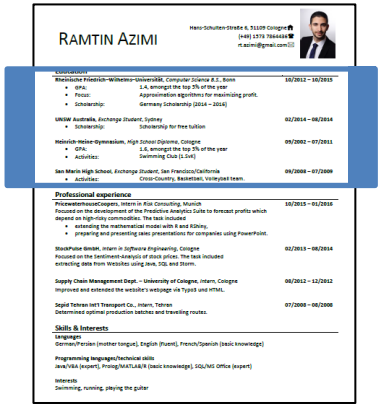

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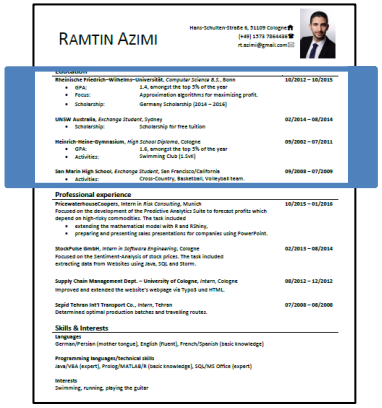

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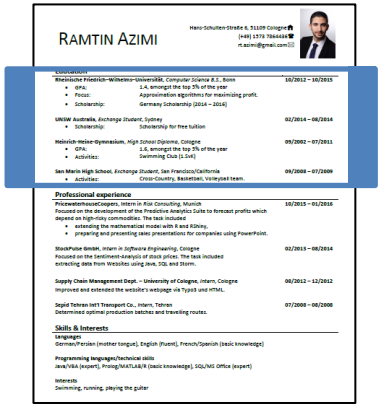
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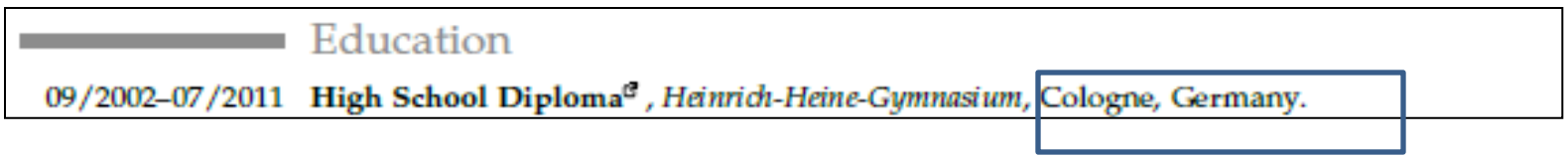
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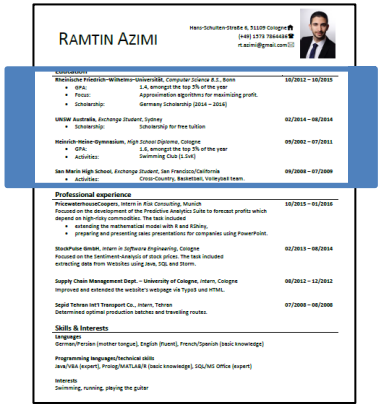
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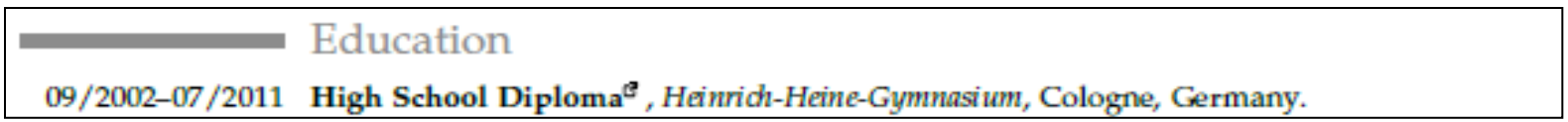
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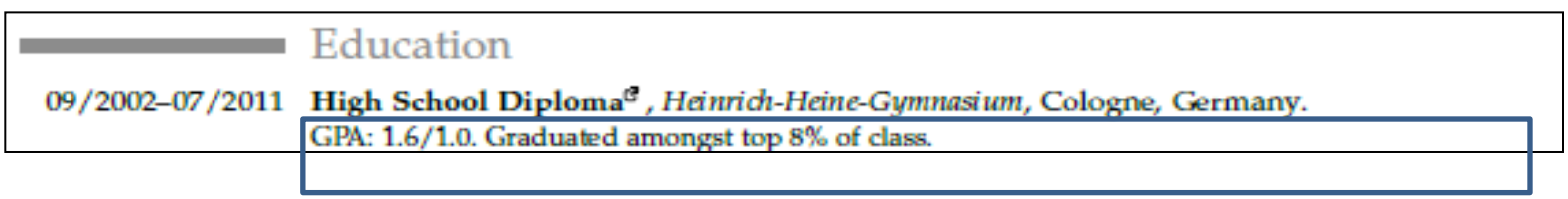
Extended information: Grades.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GPA: 1.6/1.0. Graduated amongst top 8% of class.

Grades

If you have good grades, add them.

Note: Quantify your grades.

1. Maximum score possible
2. Your rank amongst peers

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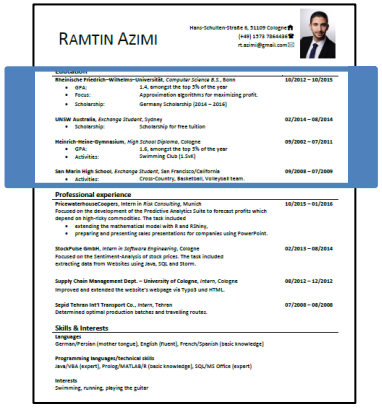
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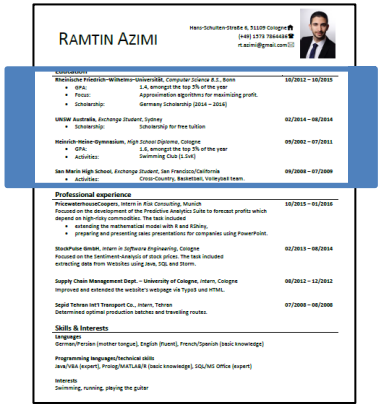
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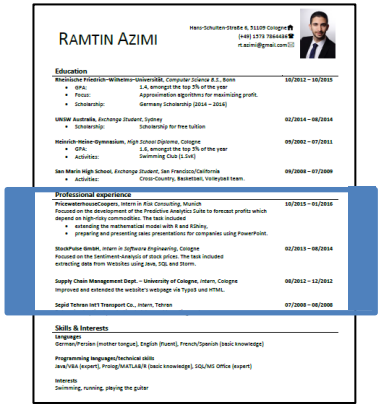

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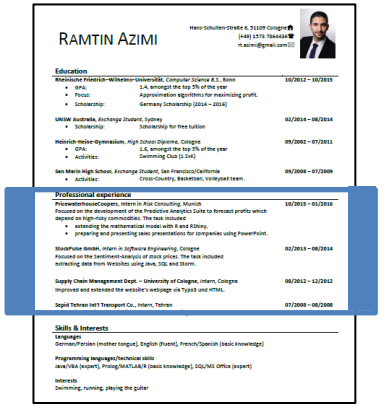
RAMTIN AZIMI

Hans-Schulten-Straße 6, 31109 Cologne
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rt.azimi@gmail.com

Education

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Sepid Tehran Int'l Transport Co., Intern, Tehran — 07/2008 – 08/2008

Skills & Interests

Languages
German/Persian (mother tongue), English (Fluent), French/Spanish (basic knowledge)

Programming languages/technical skills
Java/VBA (expert), Prolog/MATLAB/R (basic knowledge), SQL/MS Office (expert)

Interests
Swimming, running, playing the guitar

Experience.

Basic information.

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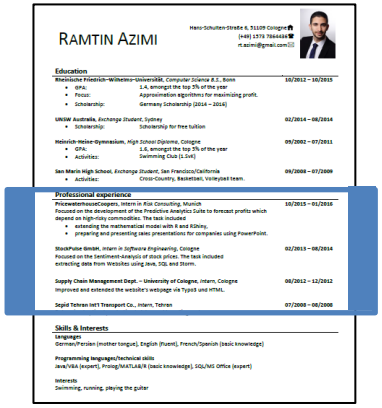
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Professional experience

Skills & Interests

Experience.

Basic information: Date range,

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Date range

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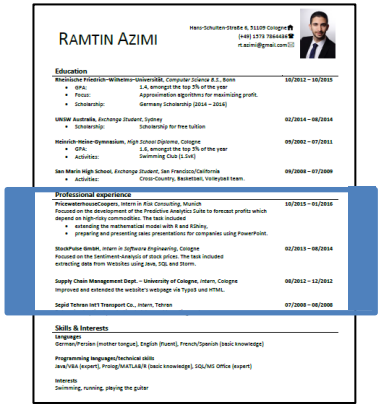
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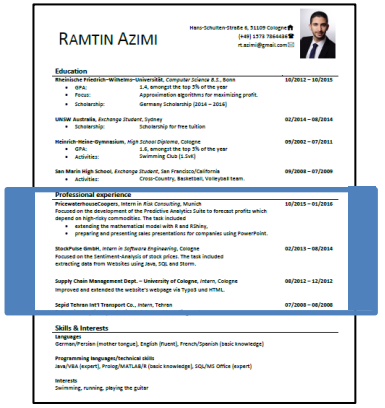
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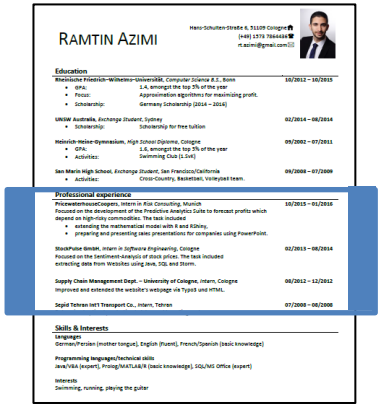
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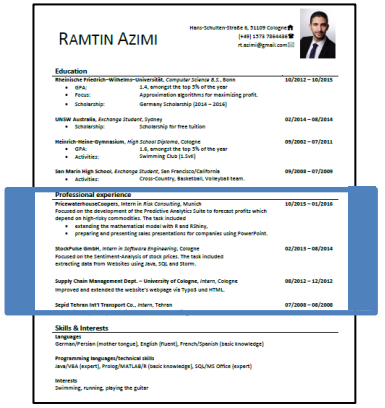
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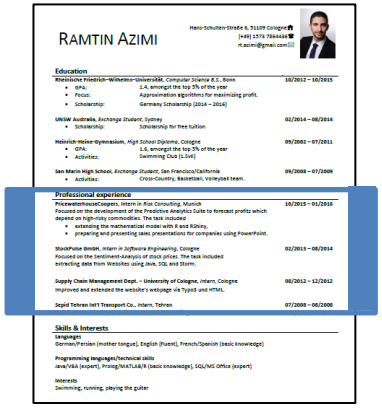
Basic information: Date range, Job title, Company, Location, Job description.

Professional Experience

10/2015–04/2016 **Risk Consultant**, *PricewaterhouseCoopers AG*, Munich, Germany.
Achievement: Created a dashboard for PwC's Analytics Suite and Use Cases for pitches.
Tools: R, RShiny, LaTeX, PowerPoint, Excel.

Job description
Should contain achievements rather than job responsibilities.

2nd Lesson: Content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Interests
Swimming, running, playing the guitar

Experience.

Basic information: Date range, Job title, Company, Location, Job description.

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Tools: R, RShiny, LaTeX, PowerPoint, Excel.

Extended information: More detailed job description.

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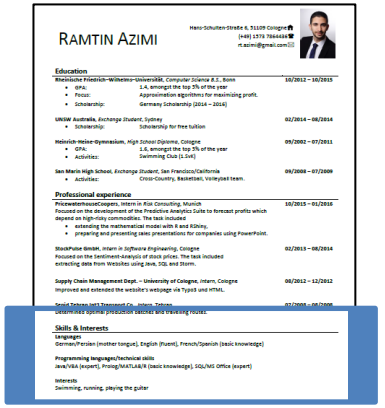
Focused on the development of the Predictive Analytics Suite to forecast profits which depend on high-risky commodities. The task included
- extending the mathematical model with R and RShiny,
- preparing and presenting sales presentations for companies,
- preparing sales offers for forecast models.

Job description

You can add a more detailed job description, but remember less is more.

2nd Lesson: Content

Others.



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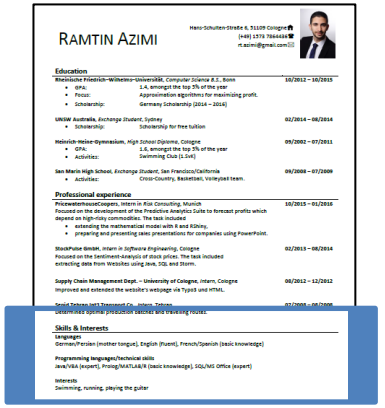

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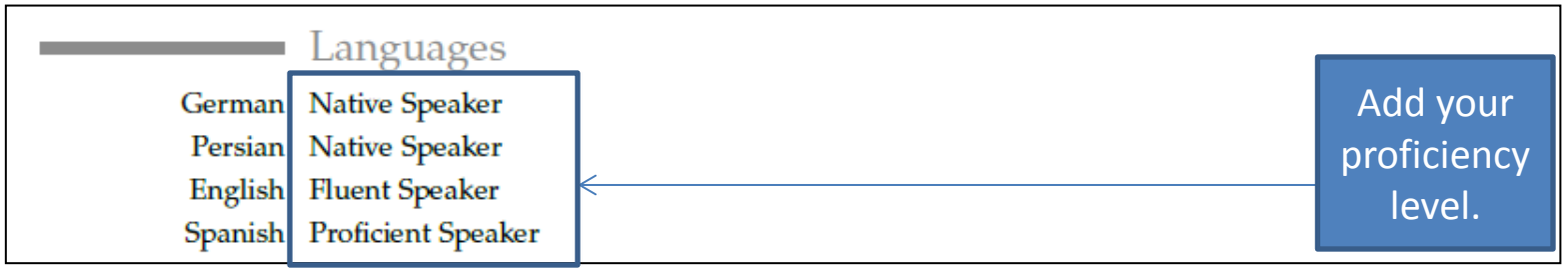
Basic information: Languages, Interests.



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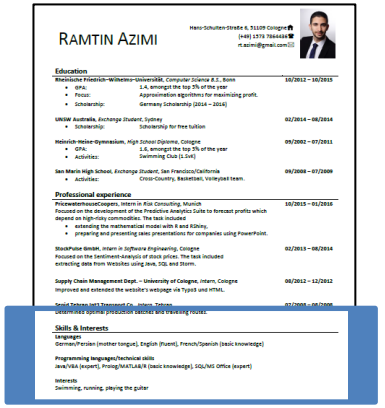
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Interests
Swimming, running, playing the guitar

Others.

Basic information: Languages, Interests.

Languages

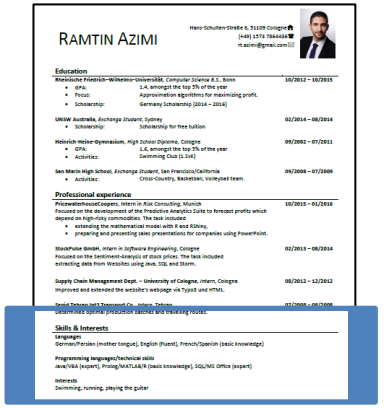
German	Native Speaker
Persian	Native Speaker
English	Fluent Speaker
Spanish	Proficient Speaker

Add your proficiency level.

Other Interests

Running	Regular work out since 12 years of age.
Swimming	Member of the 1. SvK Köln for 10 years.

2nd Lesson: Content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Interests
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Others.

Extended information: Skills.

Skills	
Programming	Java, JavaScript, Python
MS Office	PowerPoint, Excel, Word
Others	Databases, SQL, Git

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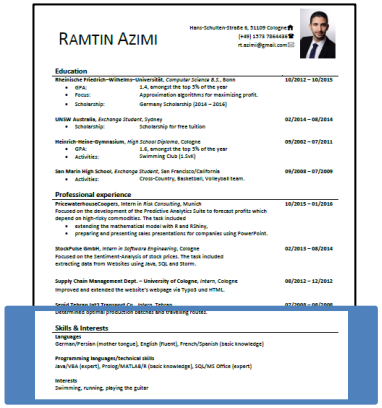
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Interests
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Others.

Extended information: Skills, Projects

Skills

Programming	Java, JavaScript, Python
MS Office	PowerPoint, Excel, Word
Others	Databases, SQL, Git

Programming projects

06/2015–09/2015	**Filter-Kruskal**. Optimized the standard Kruskal for a minimal spanning tree.
08/2014–02/2015	**Bichromatic Reversed Nearest Neighbor**. Located optimal position for a new store.
07/2017–07/2017	**Imgur App**. A simple Android application for the imgur website.

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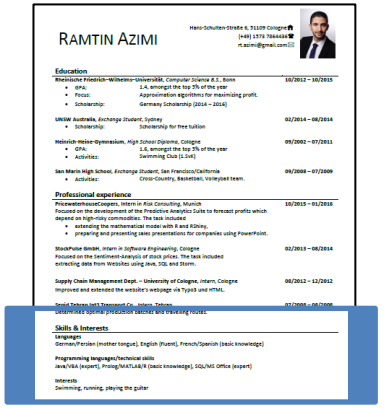
Others.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Education

Professional experience

Skills & Interests

Extended information: Skills, Projects, Awards, Scholarships, Voluntary work.

Skills

Programming	Java, JavaScript, Python
MS Office	PowerPoint, Excel, Word
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07/2017–07/2017 **Imgur App**. A simple Android application for the imgur website.

Awards and Honors

2016 *MIT Technology Review* Innovators Under 35.

Named one of thirteen alumni Centennial Laureates of The Ellis School.

2015 Keynote speaker, PrivacySecurityRisk.

Paul L. Penfield Student Service Award, MIT EECS.

2nd Lesson: Language

How are we supposed to write it?

Pay attention to…

1. orthography,
2. formal language and
3. consistency.

2nd Lesson: The hardest part

The hardest part of a CV is to maintain these two aspects.

1

Consistency.

CV should be consistent in

- structure,
- design,
- content and
- language.

2

One page CV.

CV can be reduced to one page by effectively using

- structure,
- design,
- content and
- language.

2nd Lesson: Consistency

Consistency in design.

2nd Lesson: Consistency

Consistency in design.

Before.

Education

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Consistency in design.

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2nd Lesson: Consistency

Consistency in content.

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2nd Lesson: Consistency

Consistency in language.

2nd Lesson: Consistency

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2nd Lesson: One page CV

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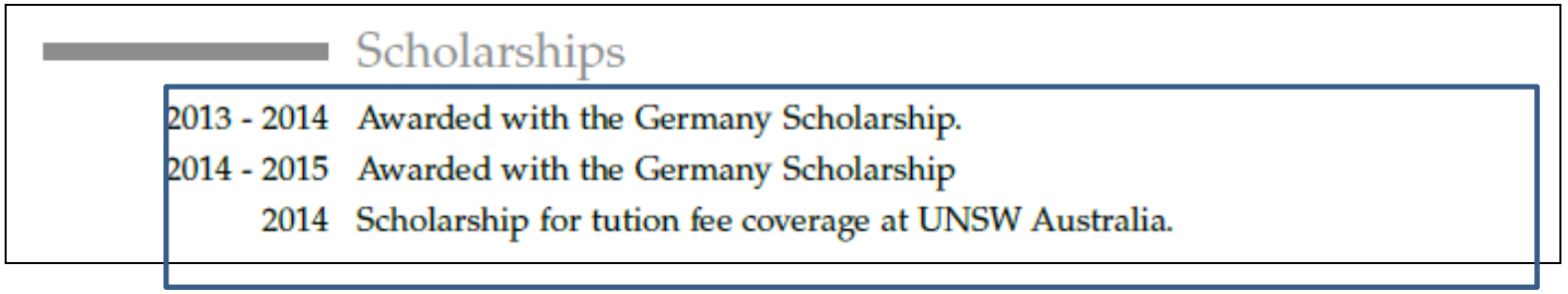
Before.



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2nd Lesson: One page CV

Save space with the help of design.

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Before.

Languages

German	Native Speaker	*Born and raised in Germany.*
Persian	Native Speaker	*Parents from Iran, self-studied writing and reading.*
English	Fluent Speaker	*Lived in the U.S/Australia, TOEFL: 104/120.*
Spanish	Proficient Speaker	*Studied for 3 years at school, lived in Colombia.*

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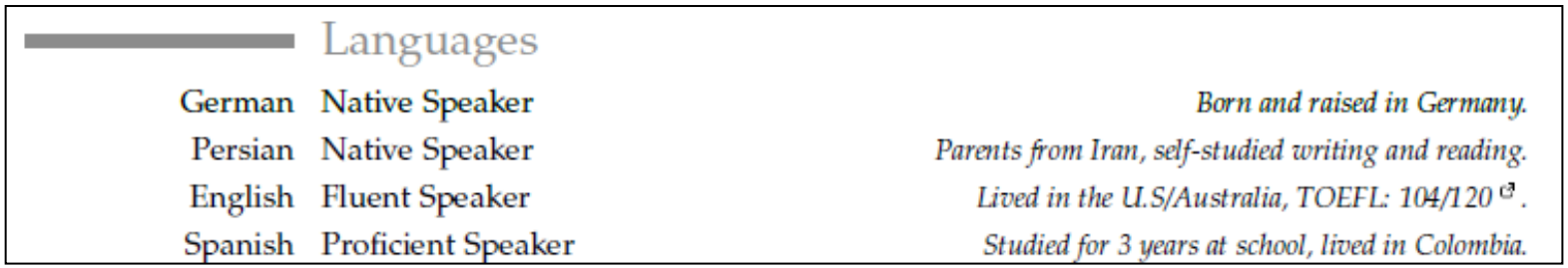

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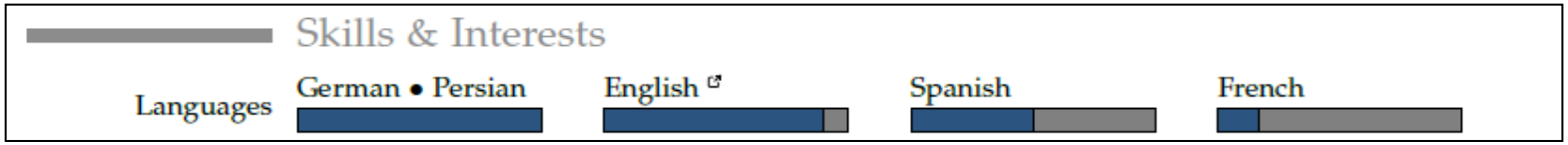

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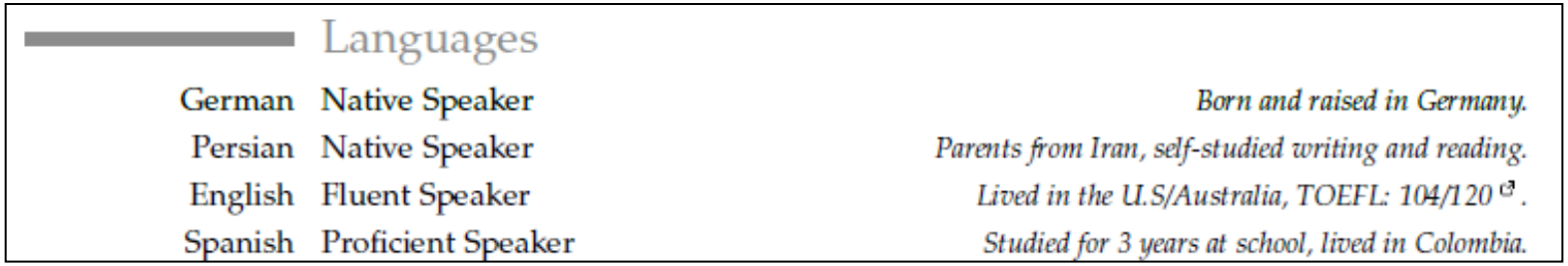

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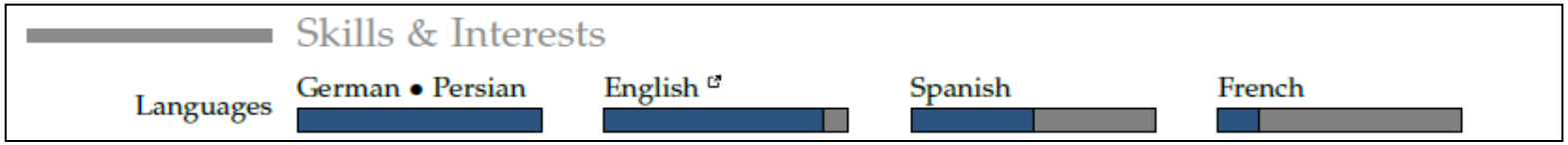

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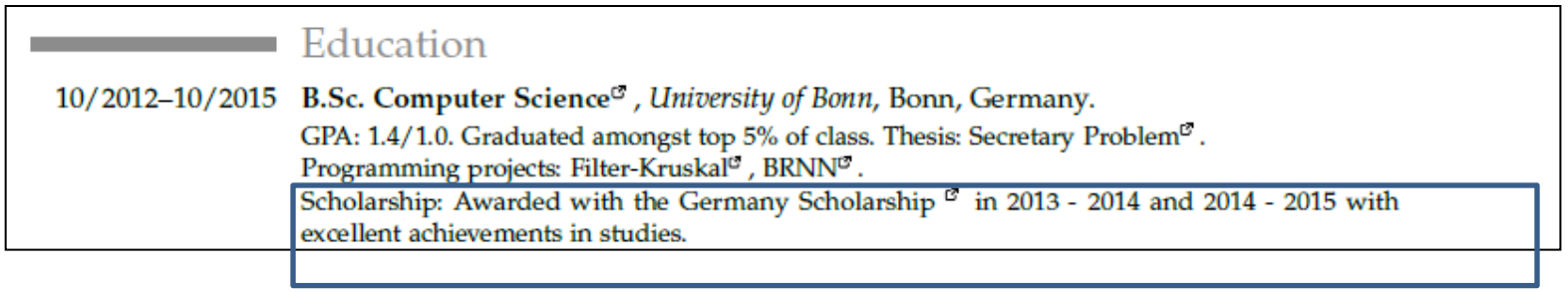

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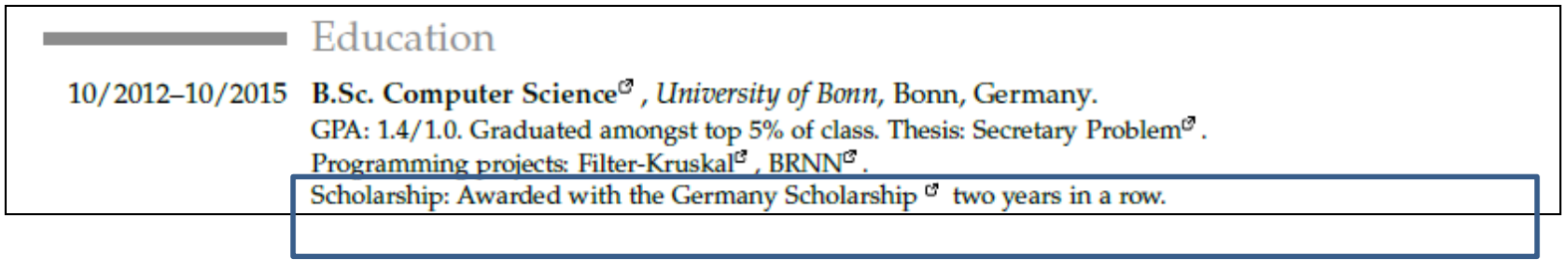

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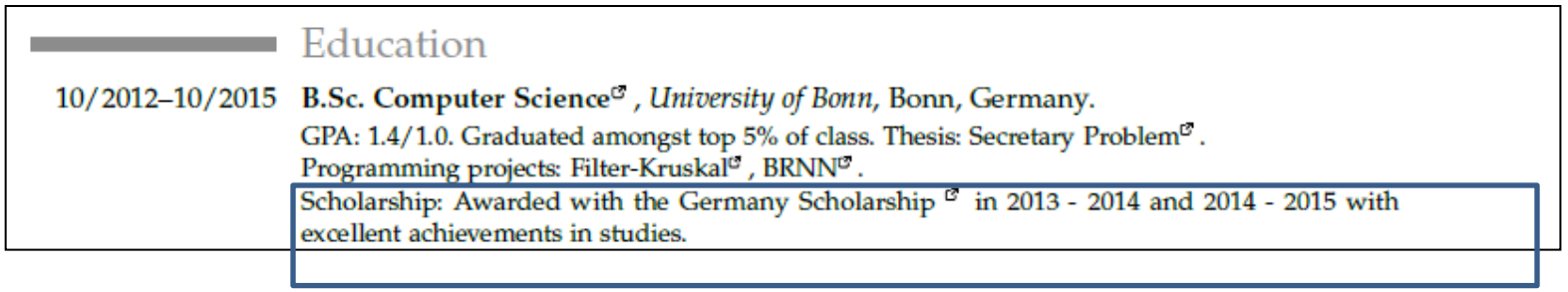

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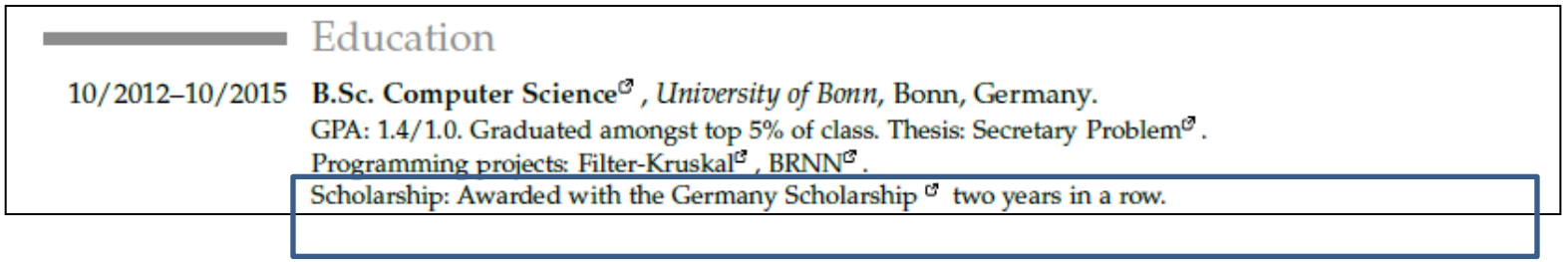

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2nd Lesson: One page CV

Save space with the help of language.

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Save space with the help of language.

Before.

Professional Experience

09/2017-present **German Teacher**, *Colegio Arenas Internacional*, Costa Teguise, Spain.
Teaching German to primary and secondary students (IB-Program) with class sizes of 30 students.
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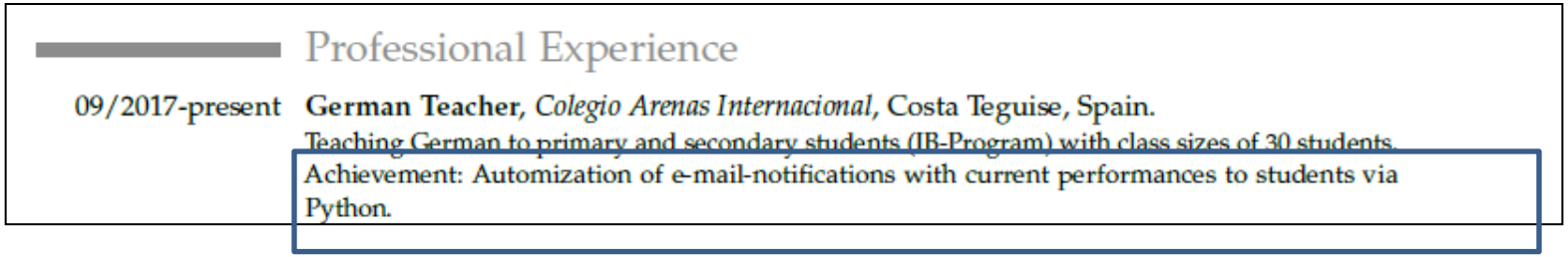

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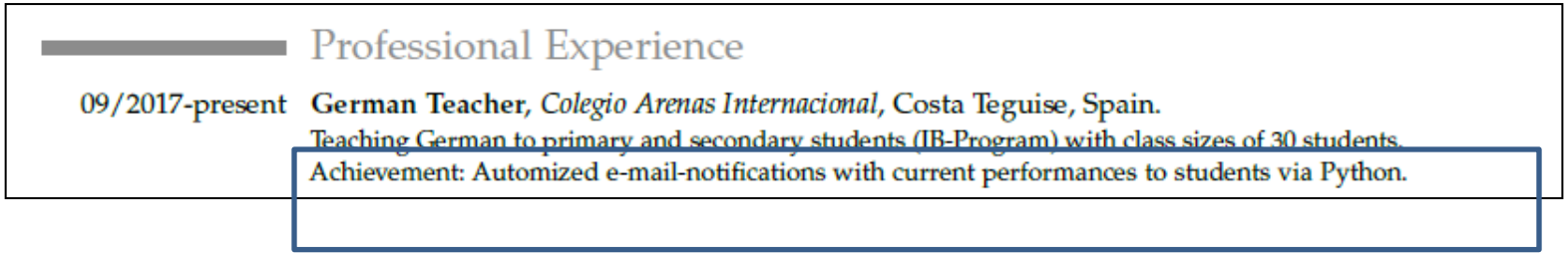

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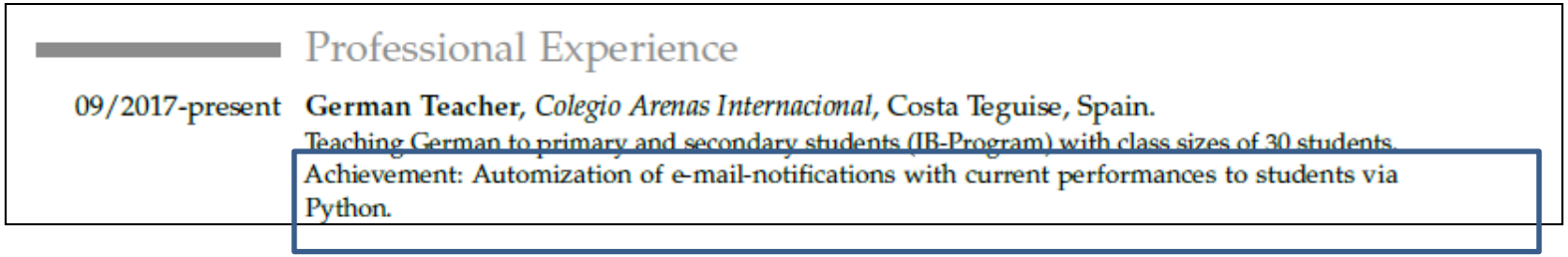

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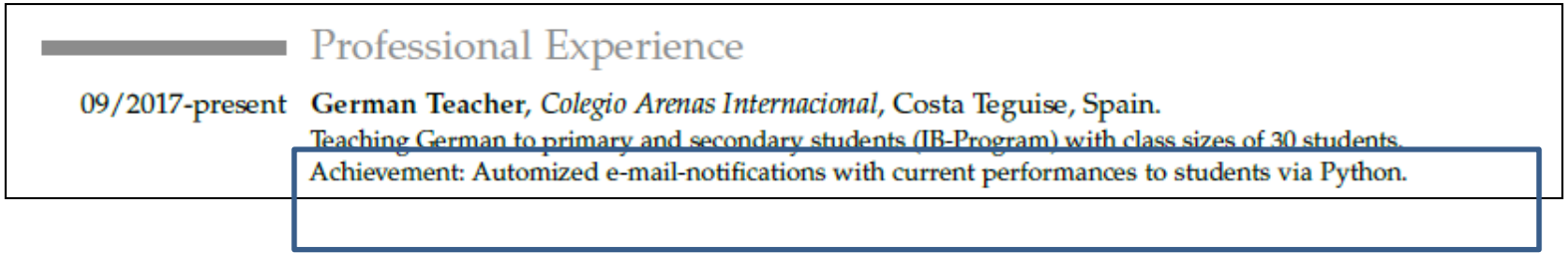

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Saved space: 1 line.

2nd Lesson: Sharpen skills

Let's sharpen our skills by correcting this CV.

RAMTIN AZIMI

Calle el Claudiano 15
(+49) 1573 7864436
mejortiodelmundo@gmail.com

Education

Rheinische Friedrich-Wilhelms-Universität, *Computer Science B.Sc.*, Bonn — **10/2012 – 10/2015**
- GPA: 1.4, amongst the top 3% of the year.
- Focus: Approximation algorithms for maximizing profit
- Scholarship: Germany Scholarship (2014 – 2016)

UNSW Australia *Exchange Student*, Sydney, — **02/2014 – 08/2014**
- Scholarship: Scholarship for free tuition

High School Diploma, *Heinrich-Heine-Gymnasium*, Cologne, Germany — **09.2002 – 07.2011**
- Activities: Swimming Club (1.SvK)
- GPA: 1.6/1.0, amongst the top 8% of the year.

San Marin High School, *Exchange Student*, San Francisco/California — **09/2008 – 07/2009**
- Activities: Cross-Country, Basketball, Volleyball team

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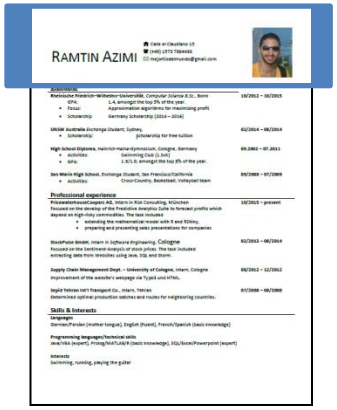
Legend Design Content Language

2nd Lesson: Sharpen skills



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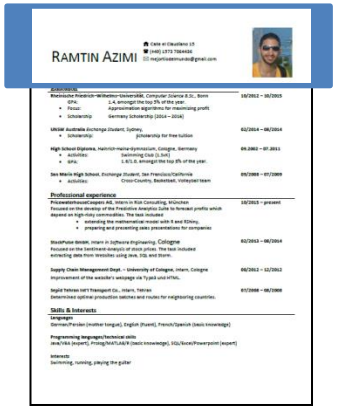

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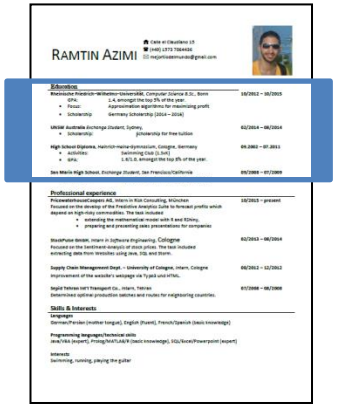

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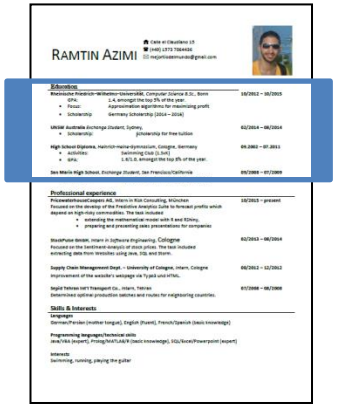
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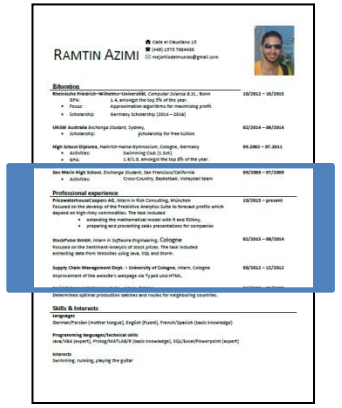
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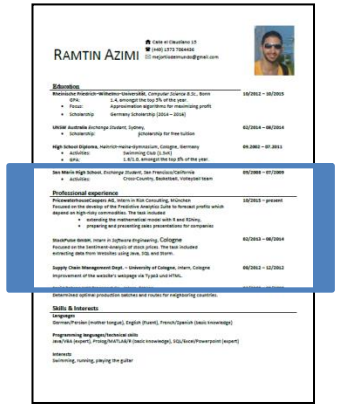
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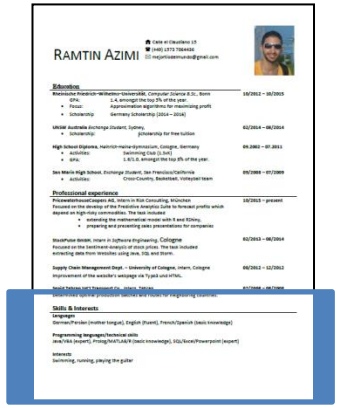
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Others.

Skills & Interests

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German/Persian (mother tongue), English (fluent), French/Spanish (basic knowledge)

Programming languages/technical skills

Java/VBA (expert), Prolog/MATLAB/R (basic knowledge), SQL/Excel/Powerpoint (expert)

Interests

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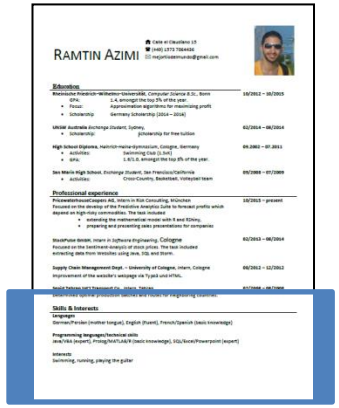
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2nd Lesson: Now, it's your turn!

Put the acquired skills to practice.

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1. **CV.**
   Write your personal CV.

2nd Lesson: Now, it's your turn!

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2. **Cover or motivational letters.**
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3. **Application to universities, companies, events and scholarships.**
   Use your CV and cover letter to apply.
   Company event example:
   El futuro de las TIC, Huawei, *http://www.elfuturodelastic.com/*

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Side note.

1. Always send your CV or letter via a PDF-file. You are welcome to send it to me.
2. Name the file with content and your own name. Example: "CV_RamtinAzimi"
3. A good tool for networking is *www.linkedin.com*.

Thank you!

Ramtin Azimi
rt.azimi@gmail.com