

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



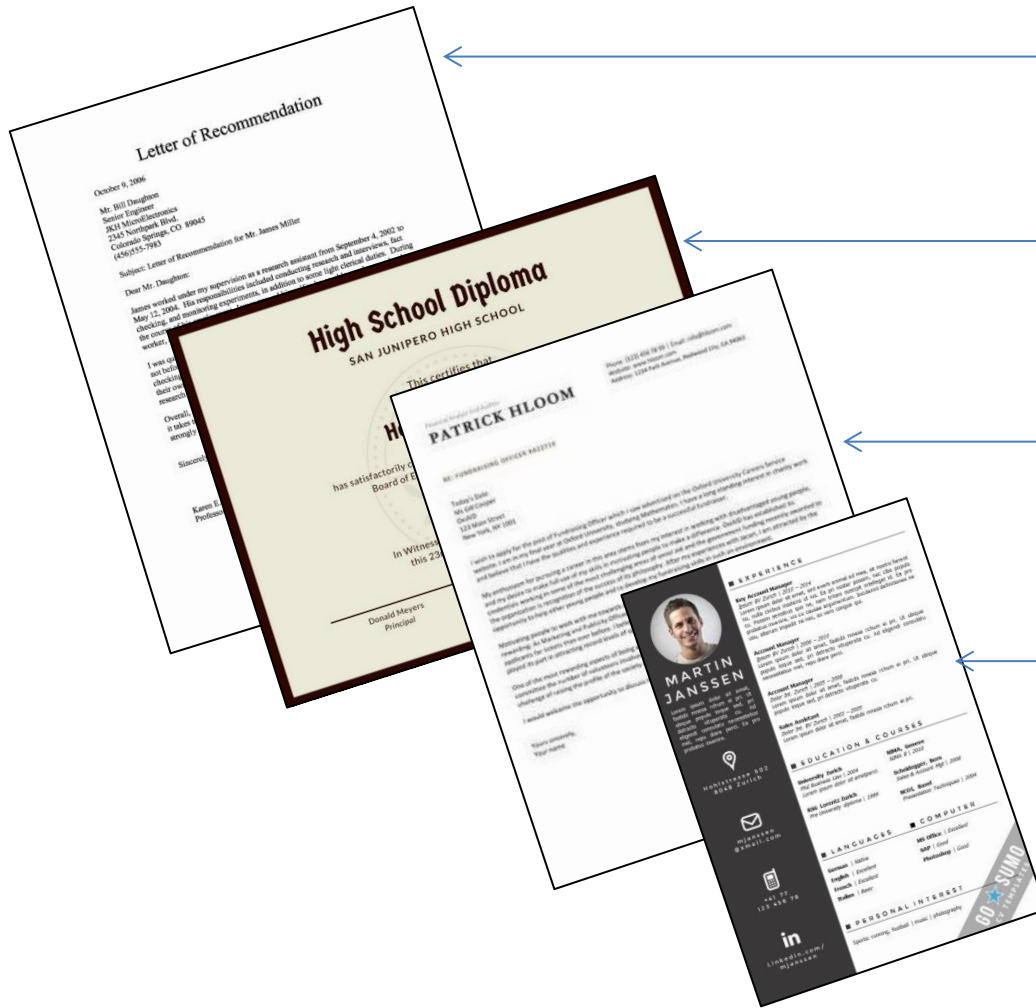
companies.

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...



Reference or
Recommendation Letters

Certificates

Cover or
Motivational Letter

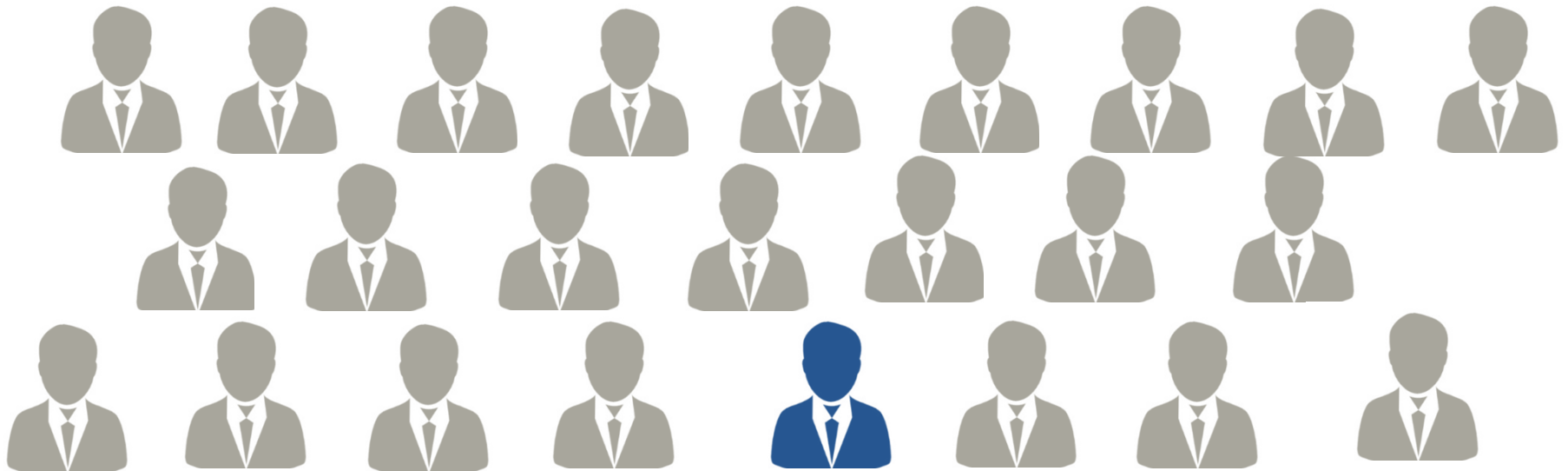
CV

Introduction: An application

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



Introduction: Example



How many applications does Google receive per year?
2.5 million

Introduction: Example



How much time does a recruiter spend on a CV?
7 – 10 seconds.

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

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

1st Lesson: Structure & Design

Goals for the first lesson.



Structure.

What is a good structure?



Design.

How can we implement different CV-Designs?

1st Lesson: Structure

1

RAMTIN AZIMI

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



Profile

Name, Address, Phone No.,
E-Mail-Address, homepage etc.
prof. picture (depends on country)

2

Education

Rheinische Friedrich-Wilhelms-Universität, Computer Science B.S., Bonn	10/2012 – 10/2015
• GPA: 1.4, amongst the top 5% 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	
Heinrich-Heine-Gymnasium, High School Diploma, Cologne	09/2002 – 07/2011
• GPA: 1.6, amongst the top 5% of the year	
• Activities: Swimming Club (1.SVK)	
San Marin High School, Exchange Student, San Francisco/California	09/2008 – 07/2009
• Activities: Cross-Country, Basketball, Volleyball team.	

Education

List of diplomas obtained.
Reverse chronological order
(Most current first)

3

Professional experience

PricewaterhouseCoopers, Intern in Risk Consulting, Munich	10/2015 – 01/2016
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 using PowerPoint.	
StockPulse GmbH, Intern in Software Engineering, Cologne	02/2013 – 08/2014
Focused on the Sentiment-Analysis of stock prices. The task included extracting data from Websites using Java, SQL and Storm.	
Supply Chain Management Dept. – University of Cologne, Intern, Cologne	08/2012 – 12/2012
Improved and extended the website's webpage via TYPO3 und HTML.	
Sepid Tehran Int'l Transport Co., Intern, Tehran	07/2008 – 08/2008
Determined optimal production batches and travelling routes.	

Experience

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

4

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

Others

languages, skills, awards,
qualifications, scholarships,
interests


1st Lesson: Design


RAMTIN AZIMI	
Hans-Schulten-Straße 6, 51109 Cologne 🏠 (+49) 173 7864436 📞 rt.azimi@gmail.com 📧	
	
Education	
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Heinrich-Heine-Gymnasium, High School Diploma, Cologne	09/2002 – 07/2011
<ul style="list-style-type: none">• GPA: 1.6, amongst the top 5% of the year• Activities: Swimming Club (1.5WK)	
San Mateo High School, California, Exchange Student, San Francisco, CA	08/2010 – 01/2011
<ul style="list-style-type: none">• Activities: Cross-Country, Basketball, Volleyball team.	
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PricewaterhouseCoopers, Intern in Risk Consulting, Munich	10/2015 – 01/2016
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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	

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

1st Lesson: Design

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

<div> <div> RAMTIN AZIMI </div> <div> Hans-Schulten-Straße 6, 51109 Cologne (+49) 1573 7864436 rt.azimi@gmail.com </div> <div>  </div> </div>	
Education	
Rheinische Friedrich-Wilhelms-Universität, Computer Science B.S., Bonn	10/2012 – 10/2015
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Supply Chain Management Dept. – University of Cologne, Intern, Cologne	08/2012 – 12/2012
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Interests	
Swimming, running, playing the guitar	

1st Lesson: Design

More exercises.

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

1

RAMTIN AZIMI

🏠

Hans-Schulten-Straße 6, 51109 Cologne

☎

(+49) 1573 7864436

✉

rt.azimi@gmail.com

Underline headline only until date

2

Education

Rheinische Friedrich–Wilhelms–Universität, *Computer Science B.S.*, Bonn

10/2012 – 10/2015

- 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

Rheinische Friedrich–Wilhelms–Universität, *Computer Science B.S.*, Bonn

10/2012 – 10/2015

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

UNSW Australia, *Exchange Student*, Sydney

02/2014 – 08/2014

- Scholarship: Scholarship for free tuition

Heinrich-Heine-Gymnasium, *High School Diploma*, Köln

09/2002 – 07/2011

- GPA: 1.6, amongst the top 5% of the year
- Activities: Swimming Club (1.SvK)

San Marin High School, *Exchange Student*, San Francisco/California

09/2008 – 07/2009

- Activities: Cross-Country, Basketball, Volleyball team.

1st Lesson: Design

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

Data Analyst[®], Rewe Digital GmbH,
Achievement: Automated profit & loss re

Clicking on this symbol
opens the certificate.

Calle Claudio, 15
35500 Arrecife, Spain
☎ (+49) 1573 7864436
✉ ramtin.azimi@gmail.com
🌐 ramtin.azimi
📱 ram_taz



Ramtin Azimi

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 automated e-mails to students with grades.

02/2017-08/2017 **Teacher**[®], *Colegio Alenabi*, Monteria, Colombia.
Taught German to international students using a new dimension method.

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

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, WJJK, PowerPoint, Excel.

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.

Education

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 athlete[®] 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.

Classical Design

1st Lesson: Design

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



JANE SMITH

Address
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 20 August 2002, consolidated text: Journal of Laws 2002, item 1380 as amended.



Sally Chau

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 prize 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?

Structure

What is a good structure?

Design

How can we implement different CV-Designs?

RAMTIN AZIMI Heru-Schulzen-Strasse 6, 51109 Cologne (+49) 1579 7864436 rt.azimi@gmail.com		
EDUCATION		
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Improved and extended the website's webpage via Typo3 and HTML.		
Sepia Travel Agency, Transport Co., Intern, Berlin	07/2008 – 06/2009	
Determined optimal condition between routes and travel time.		
Skills & Interests		
Languages		
German/Ferisian (mother tongue), English (fluent), French/Spanish (basic knowledge)		
Programming languages/technical skills		
Java/JSP (expert), Prolog/MATLAB/R (basic knowledge), SQL/MS Office (expert)		
Interests		
Swimming, running, playing the guitar		

Profile

Education

Experience

Others

RAMTIN AZIMI Heru-Schulzen-Strasse 6, 51109 Cologne (+49) 1579 7864436 rt.azimi@gmail.com	
Education	OBJECTIVE Obtain a IT Specialist position where I can maximize my skills and development.
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Swimming, running, playing the guitar	

JANE SMITH 100 Madison St. Columbus, NY 12108 jane.smith@nyu.edu	
Education	Experience
University of California, San Diego	Advisory Services
Professional Experience	
Supply Chain Management Dept. – University of Cologne, Intern, Cologne	
Sepia Travel Agency, Transport Co., Intern, Berlin	
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Sally Chau Born 15th August 1984 in Cologne, Germany Heru-Schulzen-Strasse 12, 51109 Cologne, Germany +49 157 882 622 79 sallychau1310@gmail.com www.sallychau.com #Github.com/SallyChau	
Education	Experience
University of Cologne	Advisory Services
Professional Experience	
Supply Chain Management Dept. – University of Cologne, Intern, Cologne	
Sepia Travel Agency, Transport Co., Intern, Berlin	
Skills & Interests	
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GAVIN L. McDOWELL 1001 101 1012 gmc@stevens.com	
Education	Experience
University of California, San Diego	Advisory Services
Professional Experience	
Supply Chain Management Dept. – University of Cologne, Intern, Cologne	
Sepia Travel Agency, Transport Co., Intern, Berlin	
Skills & Interests	
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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?

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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Interests			
Swimming, running, playing the guitar			

Profile

Education


Experience

Others



2nd Lesson: Content

Profile.

RAMTIN AZIMI		
Mehmet Schuler Straße 6, 31109 Congers (+49) 1573 7864436 rt.azimi@gmail.com		
Education		
Universität Potsdam - University of Applied Sciences, Computer Science B.Sc. Bonn		
• GPA: 1.8, amongst the top 5% of the year		
• Project: Approximation algorithms for maximizing profit.		
• Scholarship: Germany Scholarship (2014 - 2016)		
UNSW Australia, Exchange Student, Sydney		
• Scholarship: Scholarship for free tuition		
Hochschule Weihenstephan, High School Diploma, Cologne		
• GPA: 1.8, amongst the top 5% of the year		
• Activities: Swimming, Chess, Judo		
San Mateo High School, Exchange Student, San Francisco/California		
• Activities: Chess, Country, Basketball, Volleyball team		
Professional experience		
PricewaterhouseCoopers, Intern in Risk Consulting, Munich		
Focused on the development of the PricewaterhouseCoopers risk to forecast profits which depend on high-risk commodities. The tasks included:		
• extending the mathematical model with new factors,		
• preparing and presenting sales presentations for companies using PricewaterhouseCoopers.		
Hochschule Weihenstephan, Intern in Software Engineering, Cologne		
Focused on the technical aspects of data science. The tasks included:		
extracting data from Weihenstephan using SQL, SAS and R.		
Supply Chain Management Dept. - University of Cologne, Intern, Cologne		
Improved and extended the supply chain management system.		
Digital Transport Unit Transport Co., Intern, Tübingen		
Determined optimal production batches and travelling routes.		
Skills & Interests		
Languages		
German/French (mother tongue), English (fluent), French/Spanish (basic knowledge)		
Programming languages/technical skills		
Java/Python/JavaScript/PHP/MySQL/SQL/NoSQL/Office (expert)		
Interests		
Swimming, running, playing the guitar		

Basic information: Name, Address, Phone number, E-mail-address.

Ramtin Azimi

Calle Claudiana, 15
35500 Arrecife, Spain
☎ (+49) 1573 7864436
✉ rt.azimi@gmail.com

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

Ramtin Azimi

Calle Claudiana, 15
35500 Arrecife, Spain
☎ (+49) 1573 7864436
✉ rt.azimi@gmail.com
📧 ramtinazimi
📞 rtn_putin





2nd Lesson: Content

Education.

RAMTIN AZIMI		 Haupt-Schulestraße 6, 51109 Cologne (+49) 173 7444444 ramtin@ramtin.com
Education		
Rheinische Friedrich-Wilhelms-Universität, Computer Science B.Sc., Bonn		09/2012 – 06/2016
• GPA: 1.6, amongst the top 5% of the year		
• Project: Approximation algorithms for maximizing profit.		
• Scholarship: Germany Scholarship (2014 – 2016)		
UNSW Australia, Exchange Student, Sydney		02/2014 – 06/2014
• Scholarship: Scholarship for free tuition		
Heinrich-Heine-Gymnasium, High School Diploma, Cologne		09/2002 – 07/2011
• GPA: 1.6, amongst the top 5% of the year		
• Activities: Swimming, Chess, Judo		
San Marin High School, Exchange Student, San Francisco/California		09/2008 – 07/2009
• Activities: Chess, Country, Basketball, Volleyball team		
Professional experience		
PricewaterhouseCoopers, Intern in Risk Consulting, Munich		09/2015 – 02/2016
Focused on the development of the PricewaterhouseCoopers to forecast profits which depend on high-risk commodities. The tasks included:		
• extending the mathematical model with a new feature,		
• preparing and presenting sales presentations for companies using PowerPoint.		
HeadPhone GmbH, Intern in Software Engineering, Cologne		02/2013 – 06/2014
Focused on the technical support of their online. The tasks included:		
• extracting data from Websites using Java, SQL and Storm.		
Supply Chain Management Dept. – University of Cologne, Intern, Cologne		09/2012 – 12/2012
Improved and extended the available software on "Typed and HTML."		
Opal Telecom IoT Transport Co., Intern, Tübingen		07/2009 – 06/2009
Determined optimal production batches and travelling routes.		
Skills & Interests		
Languages		
German/French (mother tongue), English (fluent), French/Spanish (basic knowledge)		
Programming languages/technical skills		
Java/Python/JavaScript/PHP/SQL/Perl (basic knowledge), C/C++/MATLAB (expert)		
Interests		
Swimming, running, playing the guitar		

Basic information: Date range, Degree, Institute, Location.

Education	
09/2002–07/2011	High School Diploma[®] , <i>Heinrich-Heine-Gymnasium, Cologne, Germany.</i>


Extended information: Grades, Major/Specialization, Activities/Awards, etc.

Education	
09/2002–07/2011	High School Diploma[®] , <i>Heinrich-Heine-Gymnasium, Cologne, Germany.</i> GPA: 1.6/1.0. Graduated amongst top 8% of class. AP Courses: Mathematics, English. After school activities: Member of the 1.SvK swimming team. Member of the Rheinische Musikhochschule playing the guitar. Member of the class year book team and successfully sought sponsors; thus raising up to 1000€.



2nd Lesson: Content

Experience.

RAMTIN AZIMI		
Mehdi Shahrivar Straße 6, 11109 Congers (+49) 173 7644444 ramtin@ramtin.com		
Education		
Munich Technical University (TUM), Computer Science B.Sc., Bonn	09/2012 – 06/2016	
• GPA: 1.4, amongst the top 5% of the year		
• Project: Approximation algorithm for maximizing profit.		
• Scholarship: Germany Scholarship (2014 – 2015)		
UNSW Australia, Exchange Student, Sydney		
• Scholarship: Scholarship for free tuition	02/2014 – 06/2014	
Munich Technical University, High School Diploma, Congers	09/2009 – 07/2011	
• GPA: 1.4, amongst the top 5% of the year		
• Activities: Swimming, Chess, Judo		
San Martin High School, Exchange Student, San Francisco/California	09/2008 – 07/2009	
• Activities: Chess, Country, Basketball, Volleyball team		
Professional experience		
PricewaterhouseCoopers, Intern in Risk Consulting, Munich	10/2015 – 01/2016	
Focused on the development of the Predictive Analytics Suite to forecast profits which depend on high-risk commodities. The task included:		
• extending the mathematical model with R and RShiny,		
• preparing and presenting sales presentations for companies using PowerPoint.		
HeadPhone GmbH, Intern in Software Engineering, Congers	02/2013 – 06/2014	
Focused on the technical support of their online. The task included:		
• extracting data from Websites using PHP, SQL and Storm.		
Supply Chain Management Dept. – University of Congers, Intern, Congers	09/2012 – 12/2012	
Improved and extended the supply chain management system.		
Global Telecom Int'l Transport Co., Intern, Tehran	07/2009 – 06/2010	
Skills & Interests		
Languages		
German/Farsi (mother tongue), English (fluent), French/Spanish (basic knowledge)		
Programming languages/technical skills		
Java/Python, PHP, JavaScript, R, SQL, NoSQL (basic knowledge), Git/Net (office expert)		
Interests		
Swimming, running, playing the guitar		

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

Professional Experience	
10/2015–04/2016	Risk Consultant[Ⓢ] , <i>PricewaterhouseCoopers AG</i> , Munich, Germany. Achievement: Created a dashboard for PwC's Analytics Suite [Ⓢ] and Use Cases for pitches. Tools: R, RShiny, \LaTeX , PowerPoint, Excel.


Extended information: More detailed job description.

PricewaterhouseCoopers , Risk Consultant, Munich	10/2015 – 01/2016
Focused on the development of the Predictive Analytics Suite to forecast profits which depend on high-risk commodities. The task included	
<ul style="list-style-type: none">• extending the mathematical model with R and RShiny,• preparing and presenting sales presentations for companies,• preparing sales offers for forecast models.	



2nd Lesson: Content

Others.

RAMTIN AZIMI		
Mehdi Shahrbanlou Straße 6, 51109 Cologne (+49) 173 7644444 ramtin@ramtin.com		
Education		
Münchener Hochschule für Angewandte Wissenschaften (Munich School of Applied Sciences)		09/2012 – 05/2015
• Thesis: Approximation algorithms for maximizing profit.		
• Project: Germany Scholarship (2014 – 2015)		
UNSW Australia, Exchange Student, Sydney		02/2014 – 05/2014
• Scholarship: Scholarship for free tuition		
Hochschule Weihenstephan, High School Diploma, Cologne		09/2009 – 07/2011
• GPA: 1.0		
• Activities: I.L. amongst the top 1% of the year		
San Mateo High School, Exchange Student, San Francisco/California		09/2008 – 07/2009
• Activities: Cross-Country, Basketball, Volleyball team		
Professional experience		
PricewaterhouseCoopers, Intern in Risk Consulting, Munich		09/2013 – 02/2014
Focused on the development of the PricewaterhouseCoopers risk to forecast profits which depend on high-risk commodities. The tasks included:		
• understanding the mathematical model used in Risk Consulting		
• preparing and presenting sales presentations for companies using PricewaterhouseCoopers		
Hochschule Weihenstephan, Intern in Software Engineering, Cologne		02/2013 – 05/2014
Focused on the development of a new system. The tasks included:		
• extracting data from a database using SQL and Java		
Supply Chain Management Dept. – University of Cologne, Intern, Cologne		09/2012 – 12/2012
Improved and extended the existing system for Supply Chain Management		
David Schwarz AG, Intern in Sales, Cologne		07/2011 – 09/2011
Developed a new product for the sales department		
Skills & Interests		
Languages		
German/Persian (mother tongue), English (fluent), French/Spanish (basic knowledge)		
Programming languages/technical skills		
Java/Python/JavaScript/PHP/MySQL/SQL/NoSQL/Office (expert)		
Interests		
Swimming, running, playing the guitar		

Basic information: Languages, Interests.


	Languages	
German	Native Speaker	Add your proficiency level.
Persian	Native Speaker	
English	Fluent Speaker	
Spanish	Proficient Speaker	

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



2nd Lesson: Content

Others.

RAMTIN AZIMI		
M.Sc. Student at MIT, 1100 Congress St. (Tel) 1772 7644444 ramtin@alum.mit.edu		
Education		
Bachelor's Thesis: "Minimum Spanning Tree" Computer Science B.S. Rome		06/2012 - 05/2015
• GPA: 3.8		U.S. amongst the top 1% of the year
• Project: Approximation algorithm for maximizing profit.		
• Scholarship: Germany Scholarship (2014 - 2015)		
UNSW Australia, Exchange Student, Sydney		02/2014 - 05/2014
• Scholarship: Scholarship for free tuition		
Heinrich Heine University, High School Diploma, Cologne		08/2009 - 07/2011
• GPA: 3.8		U.S. amongst the top 1% of the year
• Activities: Swimming, Chess, Judo		
San Marino High School, Exchange Student, San Francisco/California		09/2008 - 07/2009
• Activities: Chess, Country, Basketball, Volleyball team		
Professional experience		
PricewaterhouseCoopers, Intern in Risk Consulting, Munich		08/2013 - 02/2014
Focused on the development of the financial analysis tools to forecast profits which depend on high-risk commodities. The team included:		
• extending the mathematical model with a new feature,		
• preparing and presenting sales presentations for companies using PowerPoint.		
HeadPhone GmbH, Intern in Software Engineering, Cologne		02/2013 - 05/2014
Focused on the technical support of new clients. The team included:		
• extracting data from Verisatix using Java, SQL and Storm.		
Supply Chain Management Dept. - University of Cologne, Intern, Cologne		08/2012 - 12/2012
Improved and extended the existing software via Python and MATLAB.		
David Brown Ltd. Research Co., Intern, Toronto		07/2009 - 06/2010
Developed a simple production scheduler with MATLAB.		
Skills & Interests		
Languages		
German/French (mother tongue), English (fluent), French/Spanish (basic knowledge)		
Programming languages/technical skills		
Java/Python/JavaScript/PHP/SQL/Excel/Office (expert)		
Interests		
Swimming, running, playing the guitar		

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

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.

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.

Before.

Education		
Rheinische Friedrich-Wilhelms-Universität	Computer Science B.Sc., Bonn	10/2012 – 10/2015
• GPA:	1.4/1.0, amongst the top 5% 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	



After.

Education		
Rheinische Friedrich-Wilhelms-Universität, Computer Science B.Sc., Bonn		10/2012 – 10/2015
• GPA:	1.4/1.0, amongst the top 5% 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	



2nd Lesson: Consistency

Consistency in content.

Before.

Education	
Rheinische Friedrich–Wilhelms–Universität, <i>Computer Science B.Sc.</i> , Bonn	10.2012 – 10.2015
<ul style="list-style-type: none">GPA: 1.4/1.0, amongst the top 5% of the yearFocus: Approximation algorithms for maximizing profitScholarship: Germany Scholarship (2014 – 2016)	
Exchange Student, <i>UNSW Australia</i> , Sydney	02/2014 – 08/2014
<ul style="list-style-type: none">Scholarship: Scholarship for free tuition	



After.

Education	
Rheinische Friedrich–Wilhelms–Universität, <i>Computer Science B.Sc.</i> , Bonn	10/2012 – 10/2015
<ul style="list-style-type: none">GPA: 1.4/1.0, amongst the top 5% of the yearFocus: Approximation algorithms for maximizing profit.Scholarship: Germany Scholarship (2014 – 2016)	
UNSW Australia, <i>Exchange Student</i> , Sydney	02/2014 – 08/2014
<ul style="list-style-type: none">Scholarship: Scholarship for free tuition	



2nd Lesson: Consistency

Consistency in language.

Before.

Education		
Rheinische Friedrich–Wilhelms–Universität, <i>Computer Science B.Sc.</i> , Bonn		10/2012 – 10/2015
• GPA:	1.4/1.0, amongst the top 5% of the year	
• Focus:	Aproximation algorithms for maximizing profit.	
• Scholarship:	Germany Scholarship (2014 – 2016)	
UNSW Australia, <i>Exchange Student</i> , Sydney		02/2014 – 08/2014
• Scholarship:	Scholarship for free tuition	



After.

Education		
Rheinische Friedrich–Wilhelms–Universität, <i>Computer Science B.Sc.</i> , Bonn		10/2012 – 10/2015
• GPA:	1.4/1.0, amongst the top 5% of the year	
• Focus:	Approximation algorithms for maximizing profit.	
• Scholarship:	Germany Scholarship (2014 – 2016)	
UNSW Australia, <i>Exchange Student</i> , Sydney		02/2014 – 08/2014
• Scholarship:	Scholarship for free tuition	



2nd Lesson: One page CV

Save space with the help of structure.

Before.

Scholarships	
2013 - 2014	Awarded with the Germany Scholarship.
2014 - 2015	Awarded with the Germany Scholarship
2014	Scholarship for tuition fee coverage at UNSW Australia.

After.

Education	
10/2012–10/2015	B.Sc. Computer Science^{CS} , <i>University of Bonn</i> , Bonn, Germany. GPA: 1.4/1.0. Graduated amongst top 5% of class. Thesis: Secretary Problem ^{CS} . Programming projects: Filter-Kruskal ^{CS} , BRNN ^{CS} . Scholarship: Awarded with the Germany Scholarship ^{CS} two years in a row.
02/2014–08/2014	Study Abroad^{CS} , <i>UNSW Australia</i> , Sydney, Australia. Coursework: Number Theory, Statistics, Artificial Intelligence and Theory of Computation. Scholarship: Tuition fees were covered by the University of Bonn.

Saved space: 4 lines.

2nd Lesson: One page CV

Save space with the help of design.

Before.

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

After.

Skills & Interests				
Languages	German • Persian	English [Ⓢ]	Spanish	French
	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>

Saved space: 4 lines.

2nd Lesson: One page CV

Save space with the help of content.

Before.

Education	
10/2012–10/2015	<p>B.Sc. Computer Science[☞], <i>University of Bonn</i>, Bonn, Germany. GPA: 1.4/1.0. Graduated amongst top 5% of class. Thesis: Secretary Problem[☞]. Programming projects: Filter-Kruskal[☞], BRNN[☞]. Scholarship: Awarded with the Germany Scholarship[☞] in 2013 - 2014 and 2014 - 2015 with excellent achievements in studies.</p>

After.

Education	
10/2012–10/2015	<p>B.Sc. Computer Science[☞], <i>University of Bonn</i>, Bonn, Germany. GPA: 1.4/1.0. Graduated amongst top 5% of class. Thesis: Secretary Problem[☞]. Programming projects: Filter-Kruskal[☞], BRNN[☞]. Scholarship: Awarded with the Germany Scholarship[☞] two years in a row.</p>

Saved space: 1 line.

2nd Lesson: One page CV

Save space with the help of language.

Before.

<hr/> Professional Experience	
09/2017-present	German Teacher, <i>Colegio Arenas Internacional</i> , Costa Teguisse, Spain. Teaching German to primary and secondary students (IB-Program) with class sizes of 30 students. Achievement: Automization of e-mail-notifications with current performances to students via Python.

After.


<hr/> Professional Experience	
09/2017-present	German Teacher, <i>Colegio Arenas Internacional</i> , Costa Teguisse, Spain. Teaching German to primary and secondary students (IB-Program) with class sizes of 30 students. Achievement: Automized e-mail-notifications with current performances to students via Python.


Saved space: 1 line.





2nd Lesson: Sharpen skills

Let's sharpen our skills by correcting this CV.

 Calle el Claudiano 15

 (+49) 1773 7864436

 mejortidelmundo@gmail.com



RAMTIN AZIMI

Education

Rheinische Friedrich-Wilhelms-Universität, Computer Science B.Sc., Bonn	10/2012 – 10/2015
GPA: 1.4, amongst the top 5% 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 (1.5vK)
• 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

Professional experience

PricewaterhouseCoopers AG, Intern in Risk Consulting, München	10/2015 – present
Focused on the develop 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	
StockPulse GmbH, Intern in Software Engineering, Cologne	02/2013 – 08/2014
Focused on the Sentiment-Analysis of stock prices. The task included extracting data from Websites using Java, SQL and Storm.	
Supply Chain Management Dept. – University of Cologne, Intern, Cologne	08/2012 – 12/2012
Improvement of the website's webpage via TYPO3 und HTML.	
Sepid Tehran Int'l Transport Co., Intern, Tehran	07/2008 – 08/2008
Determined optimal production batches and routes for neighboring countries.	

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/Excel/Powerpoint (expert)

Interests

Swimming, running, playing the guitar

Legend



Design



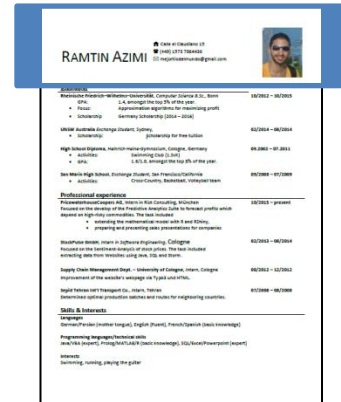
Content




Language


2nd Lesson: Sharpen skills


Profile.




RAMTIN AZIMI

 Calle el Claudiano 15

 (+49) 1573 7864436

 mejortiodelmundo@gmail.com



Legend



Design



Content



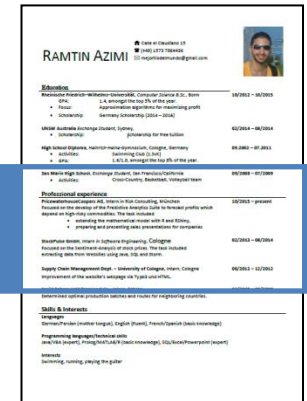
Language

[illegible]

Language

2nd Lesson: Sharpen skills

Experience.



Professional experience

PricewaterhouseCoopers AG, Risk Consulting München

10/2015 – 01/2016

Focused on the develop 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

StockPulse GmbH, Intern in Software Engineering, Cologne

02/2013 – 08/2014

Focused on the Sentiment-Analysis of stock prices. The task included extracting data from Websites using Java, SQL and Storm.

Supply Chain Management Dept. – University of Cologne, Intern, Cologne

08/2012 – 12/2012

Improvement of the website's webpage via Typo3 und HTML.

Sepid Tehran Int'l Transport Co., Intern, Tehran

07/2008 – 08/2008

Determined optimal production batches and routes for neighbouring countries.

Legend



Design



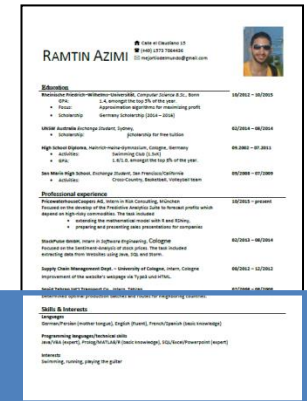
Content



Language

2nd Lesson: Sharpen skills

Others.



A sample CV for Ramtin Azimi, a student at the University of California, Berkeley. The CV is divided into sections: Education, Work Experience, Professional Experience, and Skills & Interests. The Skills & Interests section is highlighted with a blue box. The Skills & Interests section lists: Languages (German/Persian, English, French/Spanish), Programming languages/technical skills (Java/VBA, Prolog/MATLAB/R, SQL/Excel, Powerpoint), and Interests (Swimming, running, playing the guitar, partying).

Section	Details	Date
Education	University of California, Berkeley, Computer Science & E.C. - BA GPA: 3.8 • Focus: algorithmic approaches for maximizing profit • Awards: Dean's list (2019-2020)	10/2020 - 06/2022
Work Experience	University of California, Berkeley • Internship: programming for free-lance • Internship: programming for free-lance	02/2021 - 06/2021
Professional Experience	High School, Berkeley, California • Internship: programming for free-lance • Internship: programming for free-lance	06/2020 - 07/2021
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/Excel/Powerpoint (expert) Interests: Swimming, running, playing the guitar, partying	02/2021 - 06/2022

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/Excel/Powerpoint (expert)

Interests

Swimming, running, playing the guitar, partying

Legend



Design



Content



Language



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

Put the acquired skills to practice.

- 1 **CV.**
Write your personal CV.
- 2 **Cover or motivational letters.**
Write cover/motivational letters in regard to structure, content and language.
- 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/>

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