# 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



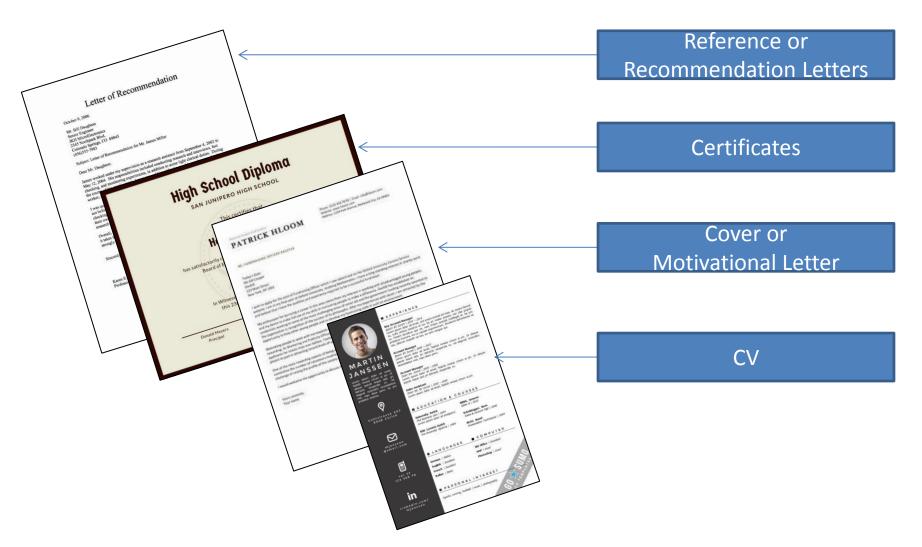
companies.

### **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.

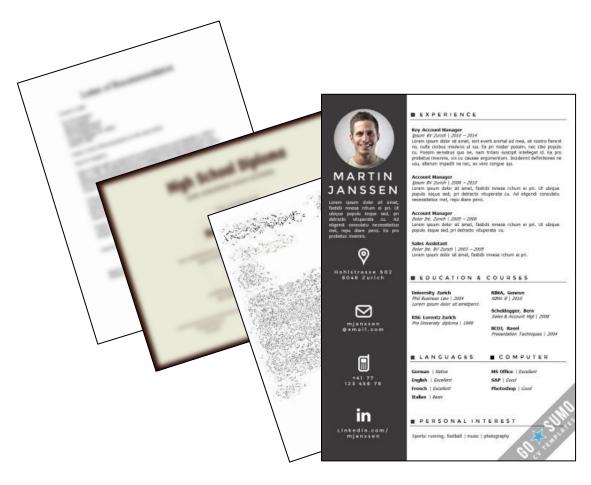
## Introduction: An application

A usual application will consist of...



## Introduction: An application

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





## Introduction: Course overview

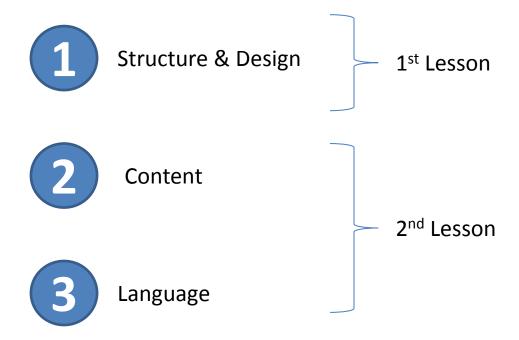
### What makes a CV good?

- Structure & Design
- 2 Content
- 3 Language

## Introduction: Course overview

### What makes a CV good?

We will discuss these in our CV course.



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?

### 1<sup>st</sup> Lesson: Structure

### RAMTIN AZIMI

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



10/2012 - 10/2015

02/2014 - 08/2014

09/2002 - 07/2011

09/2008 - 07/2009

10/2015 - 01/2016

02/2013 - 08/2014

08/2012 - 12/2012

07/2008 - 08/2008

### **Profile**

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

### **Education**

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

### **Experience**

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

### Others

languages, skills, awards, qualifications, scholarships, interests

#### Education

Rheinische Friedrich-Wilhelms-Universität, Computer Science 8.5., Bonn 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

Scholarship for free tuition Scholarship:

Heinrich-Heine-Gymnasium, High School Diploma, Cologne

1.6, amongst the top 5% of the year

 Activities: Swimming Club (1.5vK)

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

 Activities: Cross-Country, Basketball, Volleyball team.

PricewaterhouseCoopers, Intern in Risk Consulting, Munich

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 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

Improved and extended the website's webpage via Typo3 und HTML.

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

Determined optimal production batches and travelling routes.

#### Skills & Interests

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

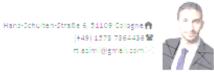
#### Programming languages/technical skills

Java/VBA (expert), Prolog/MATLAB/R (basic knowledge), SQL/MS Office (expert)

Swimming, running, playing the guitar

Professional experience

### RAMTIN AZIMI



#### Education

Rheinische Friedrich-Wilhelms-Universität, Computer Science 8.5., Bonn

• 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

Scholarship: Scholarship for free tuition

Heinrich-Heine-Gymnasium, High School Diploma, Cologne

GPA: 1.6, amongst the top 5% of the year
 Activities: Swimming Club (1.5vK)

10/2012 - 10/2015

02/2014 - 08/2014

09/2002 - 07/2011

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

Activities: Cross-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-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

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

Improved and extended the website's webpage via Typo3 und HTML

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

Determined optimal production batches and travelling routes.

08/2012 - 12/2012

02/2013 - 08/2014

07/2008 - 08/2008

#### Skills & Interests

#### Language

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

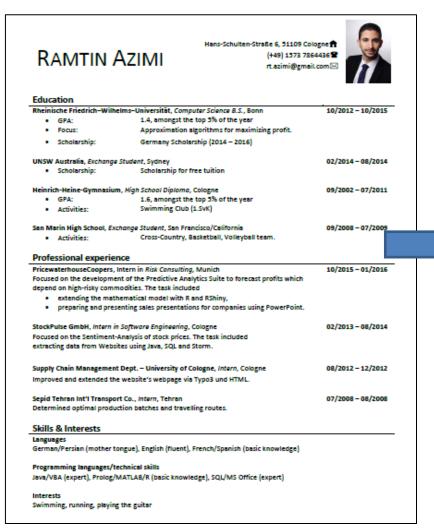
#### Programming languages/technical skills

Java/VBA (expert), Prolog/MATLAB/R (basic knowledge), SQL/MS Office (expert)

#### Interests

Swimming, running, playing the guitar

This is a single table. Always use a table to implement a CV! Try implementing it in Word.



R۸	MTIN A	ZIMI	Hans-Schulten-Straße 6, 51109 Ci (+49) 1573 78 rt.azimi@gme	864436🕿
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			Computer Science B.S., Bonn	10/2012 - 10/2015
	GPA:	_	st the top 5% of the year	
	Focus:		ation algorithms for maximizing profit.	
•	Scholarship:	Germany S	Scholarship (2014 – 2016)	
INCW A	ustralia, Exchange S	tudent Sudney		02/2014 - 08/2014
	Scholarship:		p for free tuition	02/2024 - 00/2024
leinrich	-Heine-Gymnasium,			09/2002 - 07/2011
	GPA:	_	gst the top 5% of the year	
•	Activities:	Swimming	Club (1.5vK)	
an Mar	in High School Such	anna Student Co	an Francisco/California	09/2008 - 07/2009
	Activities:		ntry, Basketball, Volleyball team.	03/2006 - 07/2003
			,,,	
Profes	sional experienc	ce		
	terhouseCoopers, In		sulting, Munich	10/2015 - 01/2016
			e Analytics Suite to forecast profits which	
	on high-risky commo			
	extending the mathe			
•	preparing and preser	nting sales prese	ntations for companies using PowerPoint.	
tockPu	lse GmbH, Intern in S	Coffware Facines	ering Colorne	02/2013 - 08/2014
			prices. The task included	
	g data from Website			
			-	
Supply C	hain Management (	Dept. – Universit	ty of Cologne, Intern, Cologne	08/2012 - 12/2012
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rogram	ming languages/tec	hnical skills		
			nowledge), SQL/MS Office (expert)	
nterest				

### More exercises.

1

RAMTIN AZIMI

- 1. Make profile details left-align
- 2. Add a line between name and details
- ★ Hans-Schulten-Straße 6, 51109 Cologne

Underline headline only until date

2

#### Education

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

10/2012 - 10/2015

2. Add a line between headline and text

3

Rheinische Friedrich-Wilhelms-Universität, Computer Science B.S., Bonn

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

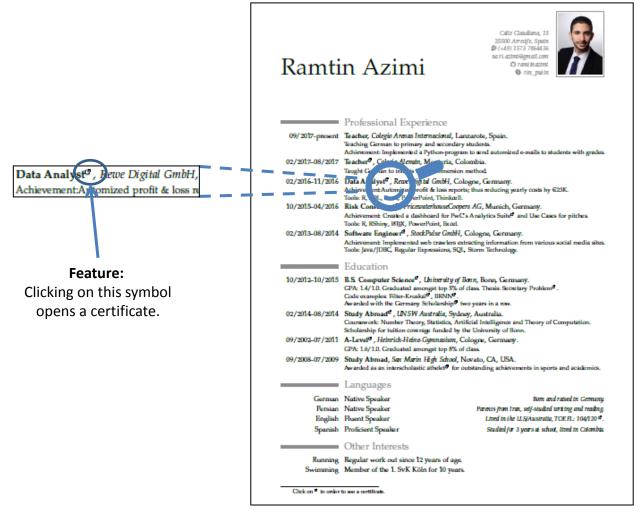
Heinrich-Heine-Gymnasium, High School Digloma, Köln 09/2002 – 07/2011

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.

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



Classical Design

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





## 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!

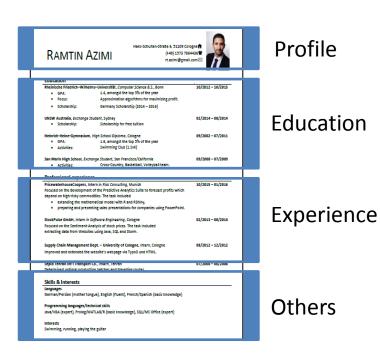
**Homework:** Write your own CV.

## 2<sup>nd</sup> Lesson: Let's review.

### What have we learnt so far?

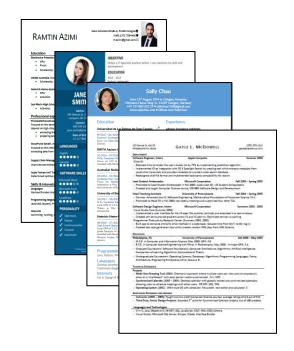
### **Structure**

What is a good structure?



### Design

How can we implement different CV-Designs?



# 2<sup>nd</sup> 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?

What are we supposed to write?

### **Basic information.**

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

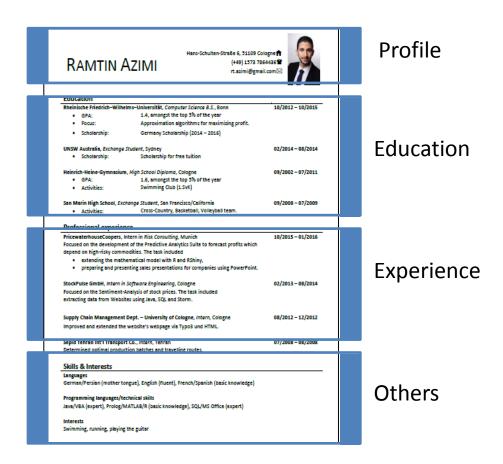
### **Extended information.**

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?



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





**Profile.** 

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

## Ramtin Azimi

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

RAMTIN AZIMI

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

Ramtin Azimi

Calle Claudiana, 15 35500 Arrecife, Spain (+49) 1573 7864436 tr.azimi@gmail.com ramtinazimi rtn\_putin





Education.



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

Education

09/2002-07/2011 High School Diploma<sup>©</sup>, Heinrich-Heine-Gymnasium, Cologne, Germany.

### **Extended information:** Grades.

09/2002-07/2011 High School Diploma®, Heinrich-Heine-Gymnasium, Cologne, Germany.

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



**Education.** 



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

Education

09/2002-07/2011 High School Diploma<sup>©</sup>, Heinrich-Heine-Gymnasium, Cologne, Germany.

**Extended information:** Grades, Major/Specialization.

09/2002–07/2011 High School Diploma®, Heinrich-Heine-Gymnasium, Cologne, Germany.

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

AP Courses: Mathematics, English.

Focus of study/Major.



Education.



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

Education

09/2002-07/2011 High School Diploma<sup>©</sup>, Heinrich-Heine-Gymnasium, Cologne, Germany.

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

Education

09/2002–07/2011 High School Diploma®, Heinrich-Heine-Gymnasium, Cologne, Germany.

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 Musikhochschle playing the guitar.

Member of the class year book team and successfully seeked sponsors; thus raising up to 1000€.

After school activities, awards etc.



Experience.



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

Professional Experience

10/2015-04/2016 Risk Consultant<sup>®</sup>, PricewaterhouseCoopers AG, Munich, Germany.

Achievement: Created a dashboard for PwC's Analytics Suite<sup>15</sup> and Use Cases for pitches. Tools: R, RShiny, LaTeX, PowerPoint, Excel.

Job description

Should contain achievements rather than job responsibilities.



### Experience.



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

Professional Experience

10/2015-04/2016 Risk Consultant Pricewaterhouse Coopers AG, 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-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

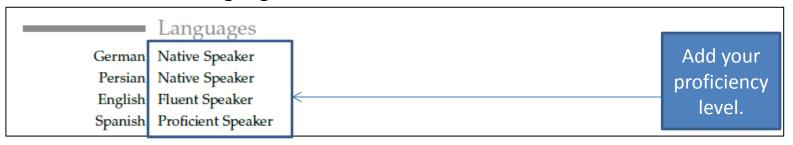
You can add a more detailed job description, but remember less is more.



Others.



**Basic information:** Languages, Interests.



### Other Interests

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



### Others.



### **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<sup>©</sup>. 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.



# 2<sup>nd</sup> Lesson: Language

How are we supposed to write it?

Pay attention to...

- orthography,
- formal language and
- 3 consistency.

## 2<sup>nd</sup> Lesson: The hardest part

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



### Consistency.

CV should be consistent in

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



### One page CV.

CV can be reduced to one page by effectively using

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

### Consistency in design.

### Before.

Rheinische Friedrich-W	ilhelms-Universität Computer Science B.St., Bonn	10/2012 - 10/2015
<ul><li>GPA:</li></ul>	1.4/1.0, amongst the top 5% of the year	
<ul><li>Focus:</li></ul>	Approximation algorithms for maximizing profit.	
<ul> <li>Scholarship:</li> </ul>	Germany Scholarship (2014 – 2016)	
UNSW Australia, Exchar	nge Student, Sydney	02/2014 - 08/2014
<ul> <li>Scholarship:</li> </ul>	Scholarship for free tuition	



### After.

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



### **Consistency in content.**

### Before.

#### Education

Rheinische Friedrich-Wilhelms-Universität, Computer Science B.Sc., Bonn

10.2012 - 10.2015

1.4/1.0, amongst the top 5% of the year GPA:

Approximation algorithms for maximizing profit Focus:

Scholarship: Germany Scholarship (2014 - 2016)

02/2014 - 08/2014

Exchange Student, UNSW Australia, Sydney

Scholarship for free tuition Scholarship:

### 02/2014 - 08/2014

### After.

#### Education

Rheinische Friedrich-Wilhelms-Universität, Computer Science B.Sc., Bonn 10/2012 - 10/2015

1.4/1.0, amongst the top 5% of the year GPA:

Approximation algorithms for maximizing profit. Focus:

 Scholarship: Germany Scholarship (2014 - 2016)

UNSW Australia, Exchange Student, Sydney

Scholarship for free tuition

Scholarship:





### **Consistency in language.**

### 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:

Aproximation 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





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 tution fee coverage at UNSW Australia.
```

### After.

```
Education

10/2012–10/2015

B.Sc. Computer Science<sup>®</sup>, University of Bonn, Bonn, Germany.

GPA: 1.4/1.0. Graduated amongst top 5% of class. Thesis: Secretary Problem<sup>®</sup>.

Programming projects. Filter-Kruskal<sup>®</sup>, BRNN<sup>®</sup>.

Scholarship: Awarded with the Germany Scholarship <sup>®</sup> two years in a row.

02/2014–08/2014

Study Abroad<sup>®</sup>, UNSW Australia, 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.

Save space with the help of design.

### 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.

### After.



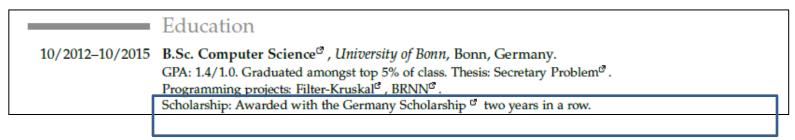
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### Save space with the help of content.

### Before.

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

### After.



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Save space with the help of language.

### Before.

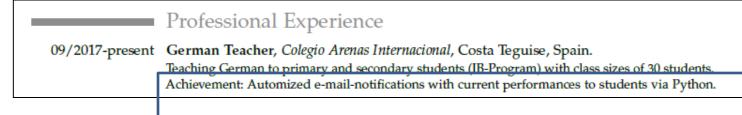
O9/2017-present

German Teacher, Colegio Arenas Internacional, Costa Teguise, Spain.

Teaching German to primary and secondary students (IB-Program) with class sizes of 30 students.

Achievement: Automization of e-mail-notifications with current performances to students via Python.

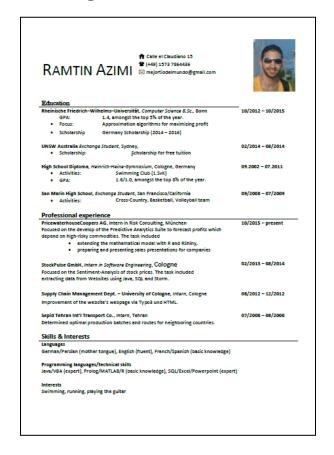
### After.



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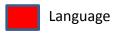


Let's sharpen our skills by correcting this CV.









Profile.

PARTIN AZIMI Si conputero e de conserva de la conse

RAMTIN AZIMI

Calle el Claudiano 15

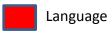
**(+49)** 1573 7864436

™ejortiodelmundo@gmail.com



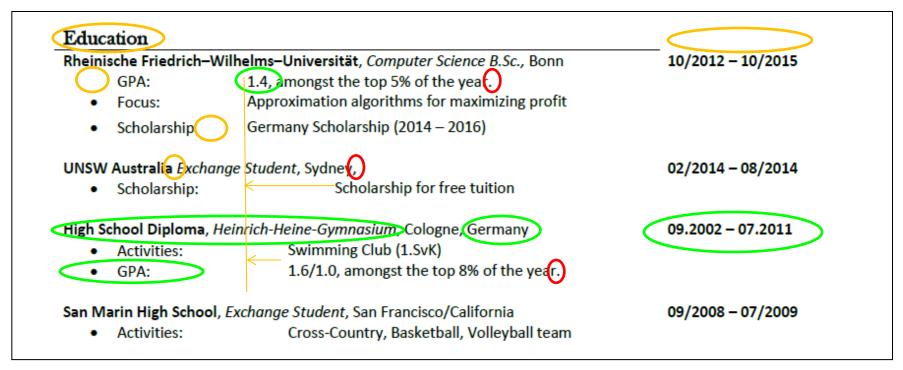






Education.











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	
<ul> <li>extending the mathematical model with R and RShiny,</li> </ul>	
<ul> <li>preparing and presenting sales presentations for companies</li> </ul>	
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.	







Others.



### **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/Excet/Powerpoint (expert)

### Interests

Swimming, running, playing the guitar, partying







### **Final Notes**

- 1 Your CV.
  - Write your personal CV in regards to structure, content and language. For completeness, a good example of a CV and its LaTeX code are included <a href="here">here</a>.
- LaTeX versus Word.
  To those who know LaTeX: LaTeX can pay off depending on the complexity.
  Weigh the advantages and disadvantages.
- Networking.

  <u>LinkedIn</u> can be used to network and to receive job offers.
- Application to universities, companies, events and scholarships. See appendix for further information.
- Final step: Sending the application.

  Always send CV and cover letter via PDF-Files.

  Name the file after the content and your name: Example: "CV\_RamtinAzimi"

# Thank you!



Ramtin Azimi rt.azimi@gmail.com

## Appendix: Examples of scholarships.

### Scholarships by institution and government.

- Popular scholarships:
   Deutschlandstipendium, KAS, Studienstiftung, FES, SDW etc.
- 2. Find more scholarships: <u>BMBF</u>, <u>DAAD</u>

### University scholarships.

### Given by home university.

- 1. University of Bonn, <u>tuition coverage for study abroad</u>.
- 2. University of Cologne, <u>tuition coverage for study abroad</u>.
- 3. Erasmus-Program, tuition coverage and monthly stipend within Europe.

### Given by university abroad.

- 1. University of Sydney, tuition coverage for students.
- 2. Australian National University, full coverage scholarship for students.
- 3. UNSW Australia, full/partial tuition coverage for a Study Abroad.

### Company events.

- 1. Huawei, travel to China with expenses covered. Spanish, German.
- 2. Find more scholarships on career sites: <u>e-fellows</u>, <u>careerloft</u>.