Contact details

Computer scientist / mathematician

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Germany

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Personal Statement

Practice-oriented process engineer with in-depth knowledge of Computational optics and pattern recognition. Highly adaptable and dedicated to developing innovative and precise solutions for custom-tailored measurement techniques by combining excellent coding skills with practical experience in customer communication and intercultural competences.

Education

Oct. 2017 – Sept. 2020	**M.Sc. Computational Science and Engineering** (Final Grade: 1.9)
	Technische Universität Dresden, Germany
	Main Modules
	  ▪ Computational optics
	  ▪ Pattern recognition
	  ▪ Fluid mechanics
	Master thesis "Bragg gratings in semiconductor waveguides"

April – Aug. 2014	**Semester abroad**
	University of Victoria, Canada
	Modules:
	  ▪ Finite mathematics
	  ▪ Scientific computing
	intermediate ordinary differential equations

Oct. 2013 – Sept. 2017	**B.Sc. Mathematics** (Final grade: 2.1)
	Universität Bayreuth, Germany
	Main Modules:
	  ▪ Computational matrix and vector calculations
	  ▪ Partial differential equations
	Bachelor thesis: „Proof with Stone-Weierstrass-Theorem"

Aug. 2005 – June 2013	**A-levels** (Final Grade: 2.0) approx. equivalent to GPA 3.0 or BBB in GB Albert-Schweitzer-Gymnasium, Leipzig

Work History

Oct. 2019 – June 2020	**Technische Universität Dresden, Germany** Student assistant at the institute of mathematics - Organised und conducted lectures and tutorials - Oversaw Bachelor thesis - Prepared and created lecture scripts
July 2019 – Sept. 2019	**DEW Dresdner Energie Werke AG, Germany** internship in the field of solar plants - Designed and simulated solar plants - Examined and reviewed state of research
Sept. 2014 – Dec. 2015	**BEW Bayreuther Energie- und Wasserversorgung GmbH, Germany** (Energy and water supply) Freelancer in customer service - Managed customer correspondence - Maintained telemarketing - Conducted research - Directed customer surveys

Skills

Languages:	English (business level, C1) German (native language) French (conversational, A2)
Technical:	C++ (basic) Java and JavaScript (very good) Phyton (good)

Volunteer Work, Interests

Sept. – Oct. 2019	Member of the organising committee for the graduation ceremony at the Faculty of Computer Science at Technical University Dresden, Germany
Nov. 2017 – Present	Member of the working group "Scientific Computing" - Organizing programming workshops with companies - Designing case studies
May 2015 – June 2017	Volunteer at a STEM summer camp for female students University of Bayreuth, Germany - Presented and led laboratory experiments - Gave tours of the Campus

<div align="center">How to create a convincing CV/Résumé</div>

The CV is a short, written summary of your particular skills, achievements, and experience that you want to highlight in relation to the job requirements you are applying for. It is your first chance to promote yourself to an employer and often decisive for receiving an invitation to an interview. Thus, it is important to tailor your CV towards to the specific position instead of simply listing everything. Capture the reader's attention quickly.

Note: This sample CV complies with the British and North American chronological CV. Applications to companies in other English-speaking countries should be adapted according to their specific requirements. Therefore, it is generally advisable to do some research beforehand, in order to make sure that your application meets the criteria.

In this context, it is good to be aware of the different terms used. In the UK, as well as in most parts of Europe, the term CV is used.

Contrastingly, in the US it is referred to as résumé, as a CV (in the US) implies a very detailed description of your research, academic credentials, and publications. However, you should only submit a CV when specifically asked to do so or when applying for academic programs, grants, etc.

Structure/Format

The most important aspect of your CV is its readability! Your key competences should be presented as clearly as possible and be kept concise. Use design elements sparingly (different font sizes, bold font, italics, colours). The goal is a well-organized and complete presentation. Subsections may vary depending on what you have to show. The résumé should be ideally one page but no longer than two pages.

Contact Details

The first section of your CV should include your contact details: your full name, your email address, your phone number, your city of residence and any professional profile links such as your website or LinkedIn. Use a professional sounding email address and make sure to be available via the phone number you provide. Note that a CV does not include personal information such as age, birthplace, date of birth, marital status, or nationality. In the US, you can also omit your street address for privacy reasons (but only when applying by email). Do not include a picture of yourself on your CV or résumé !

Personal Statement / Professional Summary

It is common to include a personal statement (UK) or a professional summary (USA) at the beginning of your CV just below your contact details. This gives you the chance to summarize or use bullet points to list your top skills, strengths and experience that demonstrate your suitability for the specific job in no more than 3 sentences. When composing this statement, imagine it is the only thing that is being read. Thus, you should avoid generic and bland phrases. Instead, make use of action words and numbers that describe and quantify your experience and accomplishments. As a graduate, you should focus on your educational background and your career aims and goals.

If you feel like you have not gained enough experience to be able to formulate a unique and specific statement, it might be better not to include it.

Education

As a recent graduate, your education comes before any work experience. This should be listed from most to least recent. Include all relevant certificates, including institution names and the country in which the certificate was obtained (some employers might not know the city of Dresden) as well as dates. Mention specific modules only where relevant.

Grades are sometimes difficult to convert to different systems but researching the approximate equivalent (GB: A*A*A to CCC or USA: GPA 4.0 to 1.0) or alternatively including a guide like "excellent", "above average", or "average" might help your employer to estimate your performance.

Work history, internships

List *relevant* placements, volunteering, and paid jobs in reverse chronological order, i.e., starting with the most recent one. The information should include the employer details, the job title, the dates you worked there, as well as your responsibilities and achievements. Remember to use active verbs (e.g., organised,

conducted, planned, designed, coordinated, …) when describing the situation, task, action, and result (STAR method) to highlight your strengths and skills. Focus on milestones and include quantifiable information where possible.

Skills and achievements
Fluency or business fluency in English has become the required norm in many academic professions. Knowing or learning several languages can impress your future employer and give you an advantage in an internationally operating company – even basic knowledge, as it shows your general interest and openness to learning languages. In order to describe the language level precisely, it is easiest to use the European reference framework (levels A1-C2) as a guide. If relevant to the job, you can name the IT packages you can competently use and list your programming skills. Note: Do not exaggerate your skills as you will be asked about them in the interview.

Interests, Hobbies (optional)
This section can be especially useful for you if you do not have much work experience. Mention only job-related hobbies and interest that indicate relevant skills for the job. Ask yourself: How could it benefit the company? What does it say about my personality? Inexpressive preferences like "reading" or "traveling" are not appropriate.

Before submitting...
Before sending your résumé, get feedback. Show it to friends or relatives have experience in applying for jobs. Of course, you don't have to incorporate all feedback, but it helps to avoid typical mistakes.
Always keep in mind the addressees of your application. That is the first mistake that eliminates suitable candidates from a large number of applicants. In larger companies, this task is increasingly done by computer programs or even Artificial Intelligence. Thus, you should use keywords and phrases from the job description in your application. In the second phase, you are addressing those who will select the candidates, i.e. the hiring manager. They are interested in you as a person and want to read not only aspects of the past but also your skills and aspirations for the future at the company.

Differences to a German CV
Do not include your picture, birthplace, age, date of birth, marital status, or nationality. Do not use a heading like "CV" but instead put your name in large letters. In contrast to a German CV, you do not sign a British or American CV/résumé and you also do not put a date on it.
In the UK, it is also expected that you include 2-3 references with names, titles, organization, phone, email and the role they played in your professional career (i.e., manager, customer, peer) at the end of your CV. Make sure you contact the person to ask their permission and perhaps brief them about the job you are applying for, as well as regarding your key strengths that you would like them to highlight.
Note: In the US, it is uncommon to include references as part of the CV. Therefore, you should only provide them when specifically requested to do so – that is (if at all) usually only after the interview.

Useful links
https://nationalcareers.service.gov.uk/careers-advice/cv-sections
https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv
https://www.visualcv.com/international/uk-cv/
https://nationalcareers.service.gov.uk/careers-advice/cv-sections
https://www.indeed.com/career-advice/resumes-cover-letters/difference-between-resume-and-cv
https://www.indeed.com/career-advice/resumes-cover-letters/software-engineer-resume
https://www.indeed.com/career-advice/resumes-cover-letters/resume-adjectives?from=cg_yt
https://resume.io/how-to-write-a-resume/international-resume-cv-writing
https://dol.ny.gov/resumes-cover-letters-and-job-applications