AMANDA APPLICANT

PERSONAL DETAILS

Computer scientist / mathematician

Betaweg 5
01062 Dresden

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Birthday: 13.09.1995
Place of birth: London

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: USC 62%) equivalent to 2.3 in GER Heriot-Watt University, Edinburgh, Great Britain 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: USC 65%) equivalent to 2.0 in GER EF Academy Oxford, Great Britain

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	**Green Supplier Ltd., Worcester, Great Britain** (Energy supply) Freelancer in customer service
	▪ Managed customer correspondence ▪ Maintained telemarketing ▪ Conducted research ▪ Directed customer surveys

SKILLS

Languages:	German (A2) English (native language) French (A1)

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 Heriot-Watt University, Edinburgh, Great Britain
	▪ Presented and led laboratory experiments ▪ Gave tours of the Campus

Dresden, 20.09.20XX

Amanda Applicant

How to create a convincing CV

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 the specific position instead of simply listing everything. Capture the reader's attention quickly and show your eligibility.

The HR will notice and recognize your effort you put into your CV. It is helpful to create a very detailed CV with all practical experience, study projects, volunteering and maybe private projects. This one will be the basis for your reduced and apposite version for a particular job description.

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 CV should not be longer than two pages. Please read the instructions you often find at the websites of the companies (section jobs/career: Bewerbungshinweise).

Please set place, date and your signature below your CV.

Contact Details / personal details / photo

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.

Because of the law Allgemeines Gleichbehandlungsgesetz (AGG, nondiscrimination) you are not forced to provide your nationality. Should you apply for a job after graduation it is helpful for the company to know because of work permit regulations. Also the photo is no must, but common in Germany. Basic rule: Better no photo than a poor photo. A picture provides the chance to convey sympathy and competency. For this purpose please use a professional photo.

Personal Statement / Professional Summary

You can provide a personal statement or professional summary at the beginning of your CV just below your contact details. This gives you the chance to summarize 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

Relevant is your highest school degree and your academic degrees. Again, please check the section Bewerbungshinweise at the company's website if traceable. Your academic path should be listed from most to least recent. Include dates, names of study programs, institution names and the country, mention specific modules only where relevant. For most employers practical experience, best in Germany, is more important than grades. Nevertheless, some like to know about your grades – please

check the section Bewerbungshinweise. Please use translators to find an approximate equivalent to your grades abroad.

Work history / internships / part time jobs
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 experience important for the position you are applying for.
Should you apply for a job with no internship or similar experience before call this section Practical Experience and list *relevant* study projects, theses, competitions, and maybe private projects.
Do not include part time student jobs in this section. It also carries skills but it will be part of another section.

Skills
This section lists technical skills, method skills (e.g. in life sciences, chemistry) and language skills for a quick overview. Where you applied these skills, you show in the section Practical Experience.
Please provide your proficiency in technical skills as basic, good, very good or excellent. Please use for (all) languages the levels of the Common European Framework (A1-C2) as self-assessment regarding the level descriptions. Please start with German and go on with English because these are the two most important languages in Germany. List another language first if announced more relevant then German or English.

Interests / Hobbies / Volunteering (optional)
Mention only job-related interest (reading journals of your field) and hobbies (Do you keep yourself healthy by doing sports?), part time jobs (reliable, stress-resistant, customer oriented) to indicate relevant skills for the job. Ask yourself: How could it benefit the company? What does it say about my personality? What could be a good "ice breaker" for small talk in the beginning of a job interview? Inexpressive preferences like "reading" or "traveling" are not appropriate.

SAMP: Skills / Achievements / Motivation / Personality
Before sending your résumé, get feedback. Show it to German friends, the Career Service or friends who have experience in applying in Germany. Of course, you don't have to incorporate all feedback, but it helps to avoid typical and avoidable mistakes (like typos!).
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 about your skills, achievements (relevant for the position) as well as motivation for the position and aspirations for the future at the company. Did you manage well to include all this in your application documents (including cover letter)?