

A cv targeted the job you are applying for

This cv is one example of how to write, structure and personalize your cv.

These 11 recommendations will ensure you list a relevant and targeted content in your cv. When you emphasize the requested experience and education you target your cv to the specific job. We recommend that you use an accurate photo appropriate for a cv where you have good eye contact, a friendly expression and a neutral background.



CV



SUSANNE MADSEN

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Phone number:
3330 4313

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LinkedIn:
<https://www.linkedin.com/in/susanne-madsen/>

Susanne Madsen

HIGHLY EXPERIENCED ADMINISTRATOR

- Serviceminded
- Efficient coordinator
- Excellent IT skills

PROFILE

As an experienced office administrator, it motivates me to create excellent customer service. The key element in my career is to have great focus on the customer as well as creating efficient working procedures. Within the organization I contribute with my coordinating skills with an overview that helps me identify the most important daily tasks.

I thrive in a position where I meet customers, business partners and colleagues with understanding and recognition. As a colleague I have a positive mind set and always focus on the best well-being for the team

PROFESSIONAL EXPERIENCE

2011 - 2021 **Administrator**, Forsvarets Materiel- og indkøbsstyrelse
Areas of responsibility:

- Purchase management
- Manage incoming and outgoing correspondence with Danish and international suppliers
- Salary and HR management
- Controlling
- Ad hoc administrative tasks

Results:

- Reduced purchase cost by 7 %
- Optimized our business procedures

2002 - 2011 **Administrative employee**, Tranekjær Slot
Areas of responsibility:

- Procurement focus on supplier management and contract administration
- Purchase and stock management
- Bookkeeping and financial reporting
- Salary and HR management
- Meeting and event booking

Results:

- Reduced warehouse wastage by 5 %
- Optimized our business procedures

1998 – 2002 **Administration and accounting trainee**, Ernst & Young

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COURSES AND TRAINING

2020 **How to write good emails**, HK course

- Language and form, focusing on concise and distinct communication

2009 **Salary and HR administration**, Regnskabsskolen a/s

- Payroll reporting

2008 **Bookkeeping**, Selandia Slagelse

- Bookkeeping entries and financial end of year

EDUCATION

2004 **Professionsbachelor** i offentlig administration (BA in Public Administration, CPH Business)

2002 **Office administration training**, Tietgenskolen i Nyborg Trainee at Ernst & Young

IT

Superuser experience: **Microsoft Office, e-economic**

Regular user: **Dynamics Navision**

LANGUAGES

Full proficiency, oral/written: **English, Norwegian**

Conversation level: **German**

VOLUNTARY WORK

2018 - **Board member**, Egedalsskolen skolebestyrelse

2015 - **Red Cross Visitor**, Dansk Røde Kors

LEISURE INTERESTS

I live with my husband and our two children aged 10 and 13. I enjoy spending time with my family in our holiday cottage where we often go for long walks in the woods. I also like to keep fit and exercise a couple of times a week.

REFERENCES

References will be provided upon request.

- 1. HEADLINE:** In the primary headline you present your most relevant skills for the position and the company you apply for.
- 2. CONTACT INFORMATION:** List your contact information and your relevant digital platforms so the employer/company can learn more about your qualifications and skills.
- 3. PROFILE:** Write a summary (6-10 lines) with your key contributions for the job. Focus on your unique motivation, qualifications, education and background targeted the specific position/company. You can also find inspiration in your cover letter.
- 4. PROFESSIONAL EXPERIENCE:** State your latest professional experience first and continue in reverse chronologic order stating

the job title and the time period. Remember to prioritize the relevant tasks, use bullet points to categorize them and avoid long complex sentences.

- 5. COURSES AND TRAINING:** You can choose to have a separate section stating your relevant courses and training or you can add your them to your education section.
- 6. EDUCATION:** State your latest education first and continue in reverse chronologic order. List the time period and the name of the educational institution. Remember to describe your most relevant courses, main subjects and projects.
- 7. IT:** State your IT skills including your proficiency level e.g. MS Office, regular user or super user.

8. LANGUAGES: List languages according to relevance and include both written and oral proficiency.

9. VOLUNTARY WORK: Present your voluntary work in the same way as your professional experience with the latest experience first. Remember to focus on stating the relevant qualifications for the job you are applying for.

10. LEISURE INTERESTS: Briefly describe your leisure interests and activities.

11. REFERENCES: Inform that you can provide your references and their contact information upon request. Avoid giving specific contact information beforehand in your cv.