

A CV tailored to the job you are applying for

These 10 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.



- 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.

Louise Jensen

RECENT ADMINISTRATION GRADUATE

- Serviceminded
- Efficient coordinator
- Excellent IT skills

CV



Louise Jensen

Weidekampsgade 21,
2300 København S

Phone: 3333 4321

Email: lj@hk.dk

LinkedIn:
<https://www.linkedin.com/in/louise-jensen/>

PROFILE

As a recent graduate in office administration I can contribute with the most recent knowledge and methods to ensure flow in administrative work procedures. This means I will finish tasks with quality and meet the deadline. I find customer service by phone and in meetings very interesting. I also like to coordinate, organize and handle administrative tasks. As a colleague you will find me helpful and with a positive mindset. I'm eager to learn more and challenge myself.

EDUCATION

2017 - 2021 **Office administration training**, Tietgenskolen Odense

With my educational background I'm qualified to handle:

- Customer service
- Coordination, planning and administration
- Accounting

PROFESSIONAL EXPERIENCE

2017 - 2021 **Office trainee**, EY

Areas of responsibility:

- Customer service by phone
- Economy, invoicing, bookkeeping and follow-up on budgets
- Human resources registration and FAQ
- Minute taking at meetings
- Planning and meeting facilitator
- Requesting offers and purchases according to special agreements

2015 - 2017 **Service employee**, Weber's Grillbar

Areas of responsibility:

- Customer service and cash management

- 4. EDUCATION:** State your latest education first and continue in reverse chronological order. List the time period and the name of the educational institution. Remember to describe your most relevant courses, main subjects and projects.
- 5. PROFESSIONAL EXPERIENCE:** State your latest professional experience first and continue in reverse chronological 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.
- 6. 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.

CV



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VOLUNTARY WORK

2018 - **Board member**, Kindergarden "Mælkebøtten"
• Treasurer

2015 - 2018 **Assistant coach** Bagsværd Gymnastik Forening
• Choreography and planning gymnastic exercises

IT

Expert user level: **Microsoft Office, E-conomic**

Regular user level: **Dynamics Navision**

LANGUAGES

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

Conversation Level: **German**

LEISURE INTERESTS

I live with my boyfriend and our one-year-old child. I have practiced elite gymnastics for many years, now I only exercise for fun in my leisure time, just to keep me fit. I also enjoy my spare time with family and friends.

REFERENCES

References will be provided upon request.

- 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. LEISURE INTERESTS:** Briefly describe your leisure interests and activities.
- 10. REFERENCES:** Inform that you can provide your references and their contact information upon request. Avoid giving specific contact information beforehand in your cv.