



ZBP
CAREER CENTER

Resume Example for German Speaking Countries



Erica Example, BSc



address Welthandelsplatz 1, 1020 Vienna
telephone +43 313 36 4968
e-mail erica.example@mustercv.at
birthday and place 03.06.1995, Mistelbach
nationality Austria

EDUCATION

October 2018–June 2020 **Vienna University of Economics and Business, Austria**

- Master Program in International Management/CEMS

October 2014–June 2018 **Vienna University of Economics and Business, Austria**
Bachelor Program in International Business Administration

- **Majors:** International Business (instruction language: English) and Finance
- **Relevant courses:** Corporate Risk Management, Gaining and Maintaining Global Competitive Advantage, Accounting and Management Control
- Bachelor thesis: Behavioral Finance
- GPA: 1.8 (1: excellent, 5: fail)

February 2017–June 2017 **Otaru University of Commerce, Japan**
Exchange term

- **Relevant course:** Marketing Strategy in Asia and Pacific

September 2009–June 2014 **High school Mistelbach, Austria**
Major in media and communication

WORK EXPERIENCE

July 2018–September 2018 **Erste Group Bank AG, Austria**
Internship Group Credit Risk Reporting (full time)

- Consistency and plausibility checks
- Analysis and reporting to senior management
- Support by implementing new regulatory and financial reporting requirements

September 2017–May 2018 **Runtastic GmbH, Austria**
Internship Content Marketing (Ø 10 h/week)

- Manage and optimise blog posts in all languages in wordpress
- Reply to comments, write blog posts and teaser texts for social media

July 2016–December 2016 **Easystaff GmbH, Austria**
Promotion staff (Ø 20 h/month)

August 2015 **Robert Bosch GmbH, Austria**
Internship Administration (full time)

- Support purchasing department
- Administrative tasks

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Add your academic degree.

address

telephone

e-mail

birthday

nationality

Use a professional e-mail address.

Welthandelsplatz 1, 1020 Vienna

+43 313 36 4968

erica.example@mustercv.at

03.06.1995, Mistelbach

Austria



EDUCATION

October 2018–June 2020

Mention your nationality, your birthday and place and include a photo (professional, recognisability, friendly).

Vienna University of Economics and Business, Austria

- Master Program in International Management/CEMS

Reverse chronological order (i.e. most recent first) and consistent format for dates throughout the CV.

Grades are optional (only add them if the company is looking for someone with excellent performance) – keep in mind the different grading systems!

Tell the recruiter more (e.g. major, GPA, selected courses).

Vienna University of Economics and Business
Bachelor Program in International Business

- **Majors:** International Business (institutional) and Finance
- **Relevant courses:** Corporate Risk Management, Gaining and Maintaining Global Competitive Advantage, Accounting and Management Control
- Bachelor thesis: Behavioral Finance
- GPA: 1.8 (1: excellent, 5: fail)

GENERAL INFORMATION

- Always send a PDF version of your CV.
- List headings in order of importance.
- Creativity welcomed but should be appropriate for the position/company.

February 2017–June 2017

Otaru University of Commerce, Japan
Exchange term

- **Relevant course:** Marketing Strategy in Asia and Pacific

Start with your high school or the education level where you have gained your student permit.

High school Mistelbach, Austria
Major in media and communication

WORK EXPERIENCE

July 2018–September 2018

Erste Group Bank AG, Austria
Internship Group Credit Risk Reporting

- Consistency and plausibility checks
- Analysis and reporting to senior management
- Support by implementing new regulatory and financial reporting requirements

Show your work experience with job title, 2–5 bullet points and amount of working hours.

State planned activities (graduation, exchange term, master's program).

State official name of the institution/company (incl. legal form).

Runtastic GmbH, Austria

Internship Content Marketing (Ø 10 h/week)

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EXTRACURRICULAR ACTIVITIES

10/2017–01/2018

Volunteering@WU

Learning Buddy

Help students study for school and develop their social skills

LANGUAGES & IT KNOWLEDGE

- **German:** Native speaker
- **English:** Fluent
- **French:** Basic
- **MS Office**
- **Adobe Photoshop**
- **Adobe Illustrator**

INTERESTS & HOBBIES

Scout leader for children (7–10 years), crossword puzzles

WU

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EXTRACURRICULAR ACTIVITIES

10/2017–01/2018

Volunteering@WU
Learning Buddy

Help students study for school and develop their social skills

Recommended skill levels:

- mother tongue / native speaker
- business fluent
- fluent
- good
- basic

LANGUAGES & IT KNOWLEDGE

- **German:** Native speaker
- **English:** Fluent
- **French:** Basic

INTERESTS & HOBBIES

Scout leader for children (7–10 years), crossword puzzles

Go into detail rather than just listing hobbies such as „sport, reading, travelling“.



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