



**ZBP**  
CAREER CENTER

# **Resume Example for German-Speaking Countries**



# Erica Example, BSc (WU)



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**Address** Welthandelsplatz 1, 1020 Vienna  
**Telephone** +43 313 36 4968  
**E-mail** erica.example@mustercv.at  
**Birth date and place** 03.06.2000, Mistelbach  
**Nationality** Austria

## EDUCATION

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since October 2023

**Vienna University of Economics and Business, Austria**

Master's Program in International Management/CEMS  
(instruction language: English)

- **Relevant courses:** Global Financial Management

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October 2019–June 2023

**Vienna University of Economics and Business, Austria**

Bachelor's 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)

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February 2021–June 2021

**Otaru University of Commerce, Japan**

Exchange term

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

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September 2014–June 2019

**High school Mistelbach, Austria**

Major in media and communication

## WORK EXPERIENCE

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July 2023–September 2023

**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

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September 2022–May 2023

**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

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July 2021–December 2021

**Easystaff GmbH, Austria**

Promotion staff (Ø 20 h/month)

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August 2020

**Robert Bosch GmbH, Austria**

Internship Administration (full time)

- Support purchasing department
- Administrative tasks

# Erica Example, BSc

Add your academic degree.

Address

Telephone

E-mail

Birth date

nationality

Use a professional e-mail address.

Welthandelsplatz 1, 1020 Vienna

+43 313 36 4968

erica.example@mustercv.at

03.06.2000, Mistelbach

Austria

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



## EDUCATION

since October 2023

Vienna University of Economics and Business, Austria

Master's 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's 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 2022–June 2022

Otaru University of Commerce, Japan  
Exchange term

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

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

High school Mistelbach, Austria

Major in media and communication

## WORK EXPERIENCE

July 2023–September 2023

Erste Group Bank AG, Austria  
Internship Group Credit Risk Reporting

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

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

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)

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

July 2019–December 2019

Easystaff GmbH, Austria

Promotion staff (Ø 20 h/month)

August 2020

Robert Bosch GmbH, Austria

Internship Administration (full time)

- Support purchasing department
- Administrative tasks

# Erica Example, BSc

## EXTRACURRICULAR ACTIVITIES

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10/2022–01/2023

**Volunteering@WU**

**Learning Buddy**

Help pupils study for school and develop their social skills

## LANGUAGES & IT KNOWLEDGE

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- **German:** Native speaker
- **English:** Fluent
- **French:** Basic
- **MS Office:** advanced user
- **Adobe Photoshop:** basic skills
- **Adobe Illustrator:** basic skills

## INTERESTS & HOBBIES

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

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# Erica Example, BSc

## EXTRACURRICULAR ACTIVITIES

10/2022–01/2023

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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