



**ZBP**  
CAREER CENTER

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



## PAUL PETER DOE

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### EDUCATION

<b>Vienna University of Economics and Business</b> Master's Program in Supply Chain Management (language of instruction: English)	<b>Vienna, AUT</b> since October 2022
<b>Vienna University of Economics and Business, Austria</b> Bachelor's Program in International Business Administration <ul style="list-style-type: none"><li>• <b>Majors:</b> Strategy &amp; Data, Supply Networks &amp; Services (instruction language: English)</li><li>• <b>Relevant courses:</b> Strategic Thinking and Analysis (Strategic Behavior/Game Theory), Analysis and Optimisation of Distribution Networks, Supply Chain Modeling and Design</li><li>• <b>Bachelor thesis:</b> Determinants of prosocial behaviour</li><li>• <b>GPA:</b> 1.5 (1: excellent; 5: fail)</li></ul>	<b>Vienna, AUT</b> October 2018–June 2022
<b>KEDGE Business School</b> Exchange term <ul style="list-style-type: none"><li>• <b>Relevant course:</b> Supply Chain Management</li></ul>	<b>Talence Cedex, FRA</b> February 2021–June 2021
<b>Highschool TGM</b> <ul style="list-style-type: none"><li>• <b>Major:</b> Electrical engineering</li><li>• Graduation with distinction</li></ul>	<b>Vienna, AUT</b> September 2012–June 2017

### WORK EXPERIENCE

<b>Red Bull GmbH</b> Internship in Supply Chain Project Management <ul style="list-style-type: none"><li>• Collaborate with 10 team members to continuously enhance project management tools and templates</li><li>• Project documentation</li><li>• Analysis and documentation of project-related topics</li></ul>	<b>Salzburg, AUT</b> July 2022–September 2022
<b>METRO Cash &amp; Carry Österreich GmbH</b> Part time assistant merchandiser <ul style="list-style-type: none"><li>• Support of Category Manager</li><li>• Communication interface for &gt; 100 suppliers</li><li>• Competition monitoring</li><li>• Preparation of analyses</li></ul>	<b>Vösendorf, AUT</b> September 2021–May 2022
<b>Infineon Technologies Austria AG</b> Internship Component Verification Engineer <ul style="list-style-type: none"><li>• Data analysis and assessment</li><li>• Support of 5 Component Verification team members</li></ul>	<b>Vienna, AUT</b> July 2016–August 2016

### LANGUAGE & IT SKILLS

- |                                                                                                                                                                                  |                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• <b>German:</b> Native speaker</li><li>• <b>English:</b> Fluent</li><li>• <b>French:</b> Fluent</li><li>• <b>Spanish:</b> Basic</li></ul> | <ul style="list-style-type: none"><li>• <b>MS Office:</b> advanced user</li><li>• <b>Matlab:</b> basic user</li><li>• <b>LabView:</b> basic user</li><li>• <b>Visual Basic:</b> basic user</li></ul> |
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### AWARDS & INTERESTS

- WU Top League member (accepted to WU's honors program because of academic excellence)
- Rector's list summer term 2020 (among top 1 % of the best students in the Bachelor's Program in Business, Economics and Social Science)
- Interest in cycling, backpacking in Asia, slacklining

## PAUL PETER DOE

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Do not include a photo or declare your age, gender, nationality or birthday.

## EDUCATION

Specify how you can be contacted (professional e-mail address, telephone number).

## GENERAL INFORMATION

- Always send a PDF version of your CV.
- List headings in order of importance, usually one-page

**Vienna University of Economics and Business**  
Master's Program in Supply Chain Management

**Vienna University of Economics and Business, Austria**  
Bachelor's Program in International Business Administration

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

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

State planned activities (graduation, exchange term, Master's Program).

- **Bachelor thesis:** Determinants of p
- **GPA:** 1.5 (1: excellent; 5: fail)

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

**KEDGE Business School**  
Exchange term

- **Relevant course:** Supply Chain Management

**Talence Cedex, FRA**  
February 2021 – June 2021

**Highschool TGM**

- **Major:** Electrical engineering
- Graduation with distinction

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

**Vienna, AUT**  
September 2012 – June 2017

## WORK EXPERIENCE

Tell the recruiter more (e.g. major, GPA, selected courses ...) and quantify where possible!

**Red Bull GmbH**

- Internship in Supply Chain Project Management
- Collaborate with 10 team members to continuously enhance project management tools and templates
  - Project documentation
  - Analysis and documentation of project-related topics

**Salzburg, AUT**  
July 2022 – September 2022

**METRO Cash & Carry Österreich GmbH**

- Part time assistant merchandiser
- Support of Category Manager
  - Communication interface for > 100
  - Competition monitoring
  - Preparation of analyses

Show your work experience with job title, 2–5 bullet points and amount of working hours, quantify success with facts and figures and use action verbs.

**Vösendorf, AUT**  
September 2021 – May 2022

**Infineon Technologies Austria AG**

- Internship Component Verification Engineer
- Data analysis and assessment
  - Support of 5 Component Verification team members

**Vienna, AUT**  
July 2016 – August 2016

## LANGUAGE & IT SKILLS

Recommended skill levels:

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

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

## AWARDS & INTERESTS

- WU Top League member (accepted to WU's honors program because of academic achievements)
- Rector's list summer term 2020 (among top 1 % of the best students in the Bachelor's Program in Economics and Social Science)
- Interest in cycling, backpacking in Asia, slacklining

Go into detail rather than just listing hobbies such as "sport, reading, travelling"!