Resume structure checklist

❑ **Personal information**
- Name, address, mobile phone & email, date of birth.

❑ **Education (work experience ≤ 2)**
- Master, Bachelor and High school for starters,
- Thesis (grades, average (8≥),
- Relevant educational successes, certificates, additional courses.

❑ **Experience**
- Internships,
- Jobs, summarize if irrelevant, e.g. various jobs (at company X).

❑ **Extracurricular experience**
- Board experience: study and student association,
- Sports at competitive level,
- Time consumption, responsibilities, successes and study grants,
- Summarize if less relevant.

❑ **Skills**
- Languages only if necessary and if level is advanced,
- IT skills (ms office, matlab, spss etc),

❑ **References (optional)**

Resume tips and tricks

Do's

- o **Content:**
  - Adjust content to company you are applying to,
  - Name programming languages if you are able and willing to work with them,
  - Use bullets to describe your duties/responsibilities. They create the illusion your resume will be quick and concise to read. Begin each bullet with an action verb,
  - Think Relevance: it is a compilation.
- o **Lay-out:**
  - Be consistent throughout the entire resume with display techniques, punctuation, verb tense, dates, and spacing,
  - Your resume should look professional. Use white or cream paper.
  - Margins: 1 inch (ideal): ½ inch (minimum).
- o **Save as: resume Marieke van der Klip**

Don'ts

- o **Content**
  - Incomplete personal data
  - Avoid abbreviations or explain them first before using them throughout the resume
  - No function titles
  - Motivation in Resume
  - Unprofessional email address: e.g. Petitcherie@gmail.com, Joeblow@gmail.com

- o **Lay-out:**
  - Do not squeeze everything on one page
  - 10 (minimum), 12 (maximum); Headings may be larger
  - Avoid spelling and/or grammatical errors.
  - Do not include fancy fonts, pictures of yourself or unusual bullets.

Resume templates

James D. Oliver

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jimeneze02@darden.virginia.edu

EDUCATION

Darden Graduate School of Business Administration	**Charlottesville, VA**
University of Virginia	
Candidate for Masters in Business Administration, May 2002	
Marketing Club, Operations Club, LASA, Consulting Club	
Universidad N. Agraria La Molina	**Lima, Peru**
Food Industry Engineer, Mar. 1994; Bachelor of Science, Dec. 1991	
Ranked 3rd out of 35 students	

EXPERIENCE

2001   **INTEGRATION COMMUNICATIONS INTERNATIONAL, INC.**   **Mc Lean, VA**
International wireless multimedia services
Summer Associate
- Researched, segmented and targeted a market in Buenos Aires for fixed wireless Internet connection and updated a financial projection for the business.
- Elaborated positioning for the product in Argentina and organized information for potential investors in the project.

1996-2000   **GRANJA LA CALERA**   **Lima, Peru**
One of the largest agricultural industry and poultry companies in Peru
Sales and Marketing Manager
- Reorganized and managed the national sales operation, implementing high IT content, modifying procedures and establishing cost-effective product classification and packaging.
- Created a forecast price model to plan production and avoid bullwhip effect in supply chains.
- Redefined the target market, which increased customer base by 400% and doubled sales to US$15MM. Efforts helped to achieve 95% market share of supermarket channel. Directed the introduction of the company's brand.

1994-1996   **ALMIDONES Y DERIVADOS S.A. (Starch and Derivatives)**   **Cañete, Peru**
New venture in production of sweet potato starch with US$1MM investment
Production Manager and General Administrator
- Evaluated in-depth company finance, sales and operations, and dealt with difficult financial situation, maximizing margins, improving efficiency and processing alternative raw materials
- Supervised the building and installation of the new manufacturing plant. Efforts resulted in full operational capacity without any posterior modifications.

1993-1995   **COORPORACION INKA KOLA S.A. & GLORIA S.A.**   **Lima, Peru**
Independent Quality Control Consultant
- Evaluated products for Marketing Departments and monitored sub-contracted production.

1992-1993   **MMTECHNOLOGIES S.A. / MONTANA S.A.**   **Lima, Peru**
Production and exportation of natural colorant: Carmine
Plant chief
- Analyzed and improved Carmine Chemical Process, resulting in more efficient process.
- Implemented a laboratory to perform quality control and product in process analysis.

INTERESTS

Biking, trekking and avid reader of politics, history and sociology.

Personal details

Name:	Drs. Jan Janssen
Address:	Bakerstreet 18
Town	2000 EJ London
Mobile:	06- 21806187
Email:	Janjanssen@gmail.com
Date of Birth:	29-01-1975
Eigen website:	www.quantsonly.com

Education and courses

1995 – 2001	**MSc Business administration – University Maastricht**	**Maastricht**
	Major accounting, average grade 8.5.	
	Thesis: the endorsement, implementation and enforcement issues regarding	
	International Accounting Standards (grade 8)	
1988 – 1994	**Kennemer Lyceum**	**Overveen**
	Voorgezet wetenschapelijk onderwijs (VWO), average grade 8	
2001- 2002	**NIBE (dutch instate for banking and insurance)**	**Amsterdam**
	Multiple courses for the financial industry, e.g. insurance II, intro to banking I-III	

Experience

2000- 2001	**Internship ABN Amro Singapore**
	ABN Amro is a large Dutch bank. During my internship I conducted research within the Fixed Income department.
1999 – 2001	**Student assistant financial information systems**
	As a tutor I helped people who were facing difficulties in statistics. I did this on a weekly basis for about ten people. Time consumption 10 hours per week.

Extra curricular experience

1997 – 1998	**Student association Vectum coordinator external affairs**
	Study grants university 10 months.

- Coordinating all external affairs of the study association for students studying Econometrics & Operations Research.
- Responsible for contact with recruiters of over 20 different (multinational) companies;
- Established new contacts and increased sponsor budget by Eur 10.000.
- Managed team of 5 persons for organizing a recruitment event for more than 200 participants.

Skills and interests

Computer skills: Profound user of MS office, Lotus Notes, People soft
Language skills: Dutch: Native, English: Fluent

recruitment and coaching