UNIVERSITÀ DEGLI STUDI DI PADOVA

dSEA

Guide:
how to write
a correct and effective CV

Stage&Placement office:

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Via Bassi 1, 5° Floor		
Book your appointment here		
Opening time: every morning from 8.00 am to 14.00 pm		

Our Delegate: Prof. Diego Campagnolo, Prof. Thomas Bassetti

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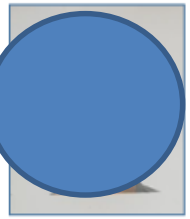
Is this a good CV?

Is this a good CV?

europass Curriculum Vitae Sabino Curci

INFORMAZIONI PERSONALI

[redacted]



Sesso Uomo [redacted] zionalità Italiana

ESPERIENZA PROFESSIONALE

DAL 01/08/2021 AL 30/08/2021

BAGNINO presso lo stabilimento balne
sito in Margherita di Savoia (BT), lu

DAL 18/12/2019 AL 28/0
TIROCINIO FORMAT
s.a.c." sita in Tri

DAL 01/0
BAGNINO p [redacted] di Riondino
Maria sito in M [redacted] stoforo Colombo.

DAL 01/06/2014 AL [redacted]
BAGNINO presso lo st [redacted] are "Bagni Traiano" di Ditrani Grazia
sito in Margherita di Savo [redacted] a Via Traiano nr. 1.

STUDI

LUGLIO 2022 (data prevista)
LAUREA MAGISTRALE IN ENTREPENEURSHIP AND INNOVATION
Laurea Magistrale in corso di ottenimento presso l'Università degli Studi Padova con media voti attuale di ventisette/27.

18/2019
TRIENNALE IN ECONOMIA AZIENDALE
AZIONE DELLE AZIENDE E MANAGEMENT
e conseguita presso l'Università degli Studi di Foggia con tanove/110.
Investment Banking dal titolo "Il Project Financing: dai aso Eurotunnel".

016
MA DI MATURITA' LINGUISTICA
ploma Linguistico con votazione settanta/100 presso il Liceo Scientifico "A. Moro" di Margherita di Savoia (BT) sito in Via Vanvitelli nr. 1.

02/2020 AL 15/06/2020
SCHOOL
azione all'esame di lingua inglese livello B2 ai fini del B2 First English Certificate previsto in data 27/06/2020".

AL 31/01/2019
RASMUS
e al progetto Erasmus dell'anno accademico 2018/2019 tà degli Studi di Foggia presso "Haute Ecole de la provencede Liegi (Belgio).

15/09/2021 AL 15/02/2022
ROGETTO ERASMUS
Partecipazione al progetto Erasmus dell'anno accademico 2021/2022 dell'Università degli Studi di Padova presso "Ruhr University Bochum"

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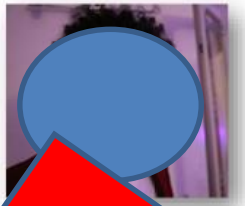

Obiettivo

Sviluppare conoscenze e competenze necessarie per la prog
controllo; progettazione di business plan e gestione dei pr

Rivolgere particolare attenzione ai sistemi di misurazione della
opportunità che potrebbero presentarsi con particolare interesse pe

Istruzione e formazione

2019 - 2022 Laurea triennale in Economia.

Dipartimento di Scienze economiche e Aziendali "Marco
Università degli Studi di Padova.
Percorso: "Amministrazione, finanza e control

Votazione finale: 107

2014 – 2019 Diploma di maturità scientifica.
Liceo Scientifico P. Levi, Badia Polesi

Votazione finale: 81

Competenze informatiche

Software Microsoft Office: buona conoscenza
Sistema Windows: buona
conoscenzaLinguaggio Html, Css:
buonaconoscenza

Esperienze lavorative

Stage: Aprile 2022-Luglio 2022
Azienda: Zhermack s.p.a.
Settore: HSE
Mansione: Hse. admi familiarità con l'uso di software aziendali come SAP e Q-81.
Mi sono occupato dicina del lavoro: organizzazione visite mediche di entrata-
uscita person ni legati alla sicurezza e salute dei dipendenti, gestione
appuntam risultati nel database dedicato

cintura nera 2° DAN

linara

Autorizzo il trattamento dei dati personali c itae in base all'art. 13 del D. Lgs. 196/2003 e all'art. 13 del Regolamento UE 2016/679
relativo alla protezione delle persone fisiche con to dei dati personali

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HOBBIES

TECHNICAL SKILLS

- Microsoft Office
- Integrated management software package
- Adobe Premiere Pro
- Final Cut Pro
- Python (beginner)

LANGUAGES

Arabic Native

French C1

English C1

Spanish A2

Italian A2

I hereby authorize the use of my personal data in accordance to the GDPR 679/16 - "European regulation on the protection of personal data"

GOAL SETTINGS

Motivated and **Excited** to learn and develop new skills. Always willing to go the extra mile to help others and to achieve goals.
Seeking a **challenging and dynamic** position to get hands-on experience gaining competencies and capabilities from a well-known firm.

Academic BACKGROUND

UNIVERSITY OF PADOVA , ITALY

MASTER OF BUSINESS ADMINISTRATION (MBA) 2021- present

- Management, Taught in english
Main focus on developing skills for business development, Market analysis, Financial analysis and forecasting and

National School of Business and Management, MOROCCO

MASTER of Financial management and auditing 2021-Graduated

- Master of financial management and auditing 2021- Graduated
the Master program focused mainly on Financial Analysis and Forecasting, Accounting, Auditing and Portfolio Management.

LALLA AICHA High School

High School Diploma

-Major: Economics and Accounting

CAREER DEVELOPMENT

Tax officer Intern, KPMG, Morocco, Feb 2021- JUN 2021

Day to day administration of tax evaluations
-Carrying out out agency work for other departments
-Making sure he right amount of taxes is being paid
-Adhere to tax professional standards and ethics in tax assistant functions

Junior Financial Analyst Intern , Exchange office, MOROCCO-June2018-AUG 2018

-Perform financial forecasting and reporting
-Analyse past results, perform variance analysis identify trends, and make recommendations
-Creating and maintaining personal files for all officers in the Moroccan Exchange program

Development Officer intern ,Oued Fès, MOROCCO, June 2017-Aug 2017

--Prepare fundraising plans and strategies
-Perform research and prepare revenue projections
-Ensure adherence to annual development plans and objectives
-Develop and maintain relationships with donors

PROFESSIONAL EXPERIENCES

Treasurer,Help with no limits association,Morocco, MOROCCO, Sep2019-Jan 2021

-Working closely with other members of the board over financial management strategies
-Setting up funding, fundraising, and sales
-Banking, bookkeeping and record keeping

Entepreneurship Trainee, Injazz, Morocco, Sep 2015 – June 2016

-Set up a new company with a mission statement
-Making strategic decisions and operational processes
-Attend to clients and perform all duties related to the development of the company

SKILLS

- Financial Analysis
- Project Development
- Business Advising
- Strategic planning
- Risk Management
- Leadership

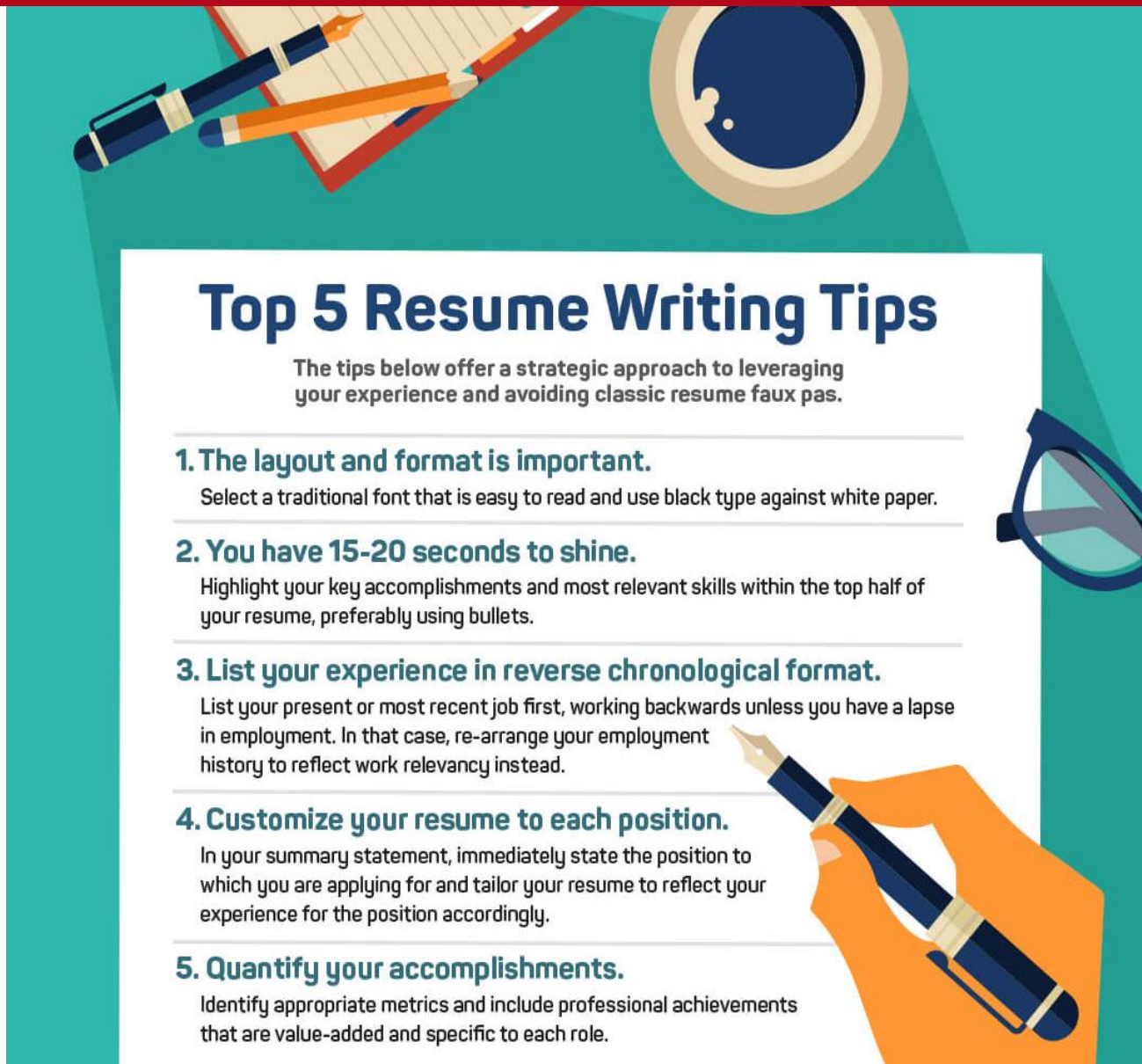
CERTIFICATE

- GMAT : 730/800
- Career Coaching Lab

Writing Tips

Your resume/CV needs to be:

- Professional
- Polished
- Effective
- Consistent,
- Concise
- Correct
- Clear
- Easy to read



Checklist

Elements to be included

- ❑ NAME AND CONTACTS
- ❑ PROFESSIONAL PICTURE OF YOU
- ❑ PROFESSIONAL GOAL(S)
- ❑ EDUCATION
- ❑ WORK EXPERIENCES
- ❑ DIGITAL SKILLS
- ❑ LANGUAGE SKILLS
- ❑ SOFT SKILLS
- ❑ LEGAL AUTHORIZATION
- ❑ YOUR SIGNATURE

DO's and DON'Ts

- ✓ Double check your contact information
- ✓ Be creative
- ✓ Keep it short
- ✓ Be honest
- ✓ Have a motivational letter ready to go
- ✓ Check the spelling
- ✓ Remember the rule «When in doubt, leave it out»!
- ✓ Tailor-made information
- ✓ Personalized layout

- ⊘ NO unnecessary information
- ⊘ NO personal information such as: height, , weight, marital status, children, religion, political affiliation
- ⊘ Don't be boring
- ⊘ Avoid typos, grammar and spelling errors as well as any style inconsistencies
- ⊘ Don't use too many graphics
- ⊘ Avoid resume longer than 2 pages
- ⊘ Do not lie about your skills
- ⊘ Don't use Europass model if it is not requested

Example of a clear, correct, effective CV

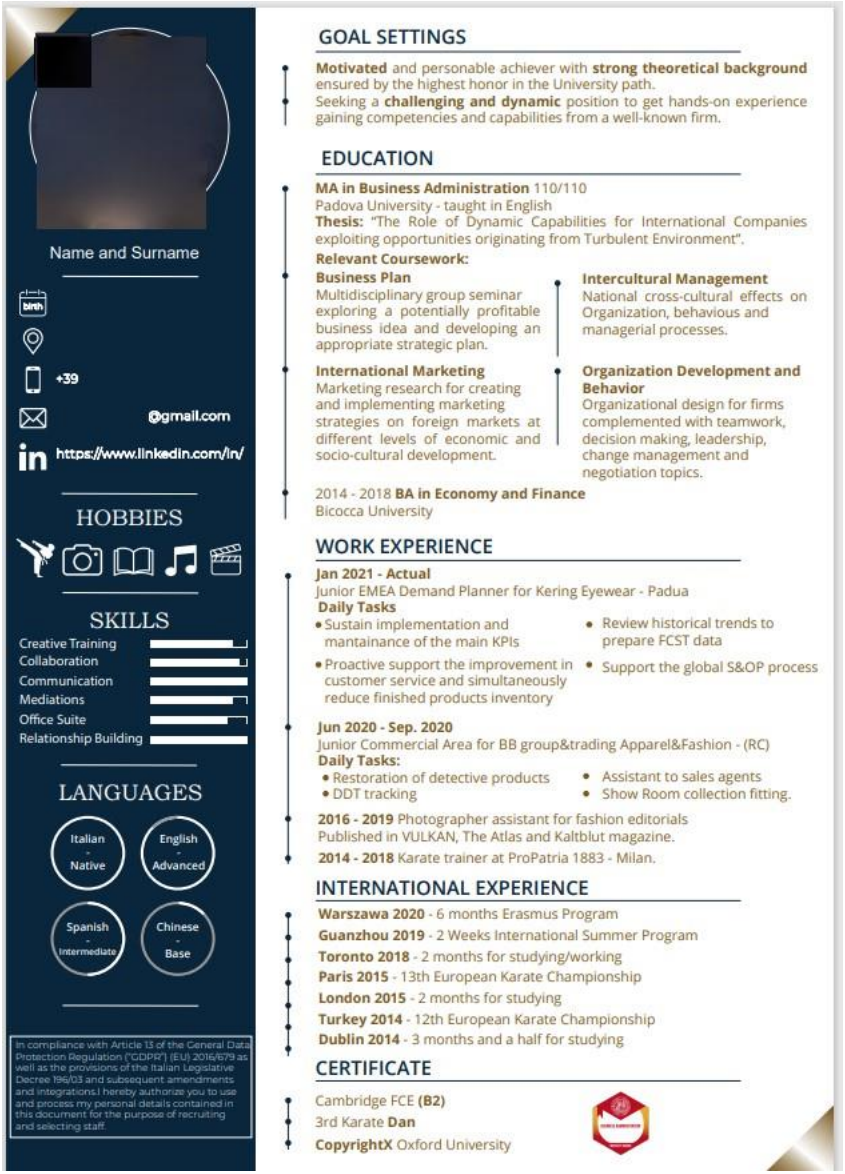
Photo

Personal Data

Hobbies

Your skills

GDPR Authorization



Name and Surname

birth

+39

@gmail.com

https://www.linkedin.com/in/

HOBBIES

SKILLS

Creative Training
Collaboration
Communication
Mediations
Office Suite
Relationship Building

LANGUAGES

Italian - Native
English - Advanced
Spanish - Intermediate
Chinese - Base

In compliance with Article 13 of the General Data Protection Regulation ("GDPR") (EU) 2016/679 as well as the provisions of the Italian Legislative Decree 196/03 and subsequent amendments and integrations,I hereby authorize you to use and process my personal details contained in this document for the purpose of recruiting and selecting staff.

GOAL SETTINGS

Motivated and personable achiever with **strong theoretical background** ensured by the highest honor in the University path.
Seeking a **challenging and dynamic** position to get hands-on experience gaining competencies and capabilities from a well-known firm.

EDUCATION

MA in Business Administration 110/110
Padova University - taught in English
Thesis: "The Role of Dynamic Capabilities for International Companies exploiting opportunities originating from Turbulent Environment".
Relevant Coursework:

Business Plan
Multidisciplinary group seminar exploring a potentially profitable business idea and developing an appropriate strategic plan.

Intercultural Management
National cross-cultural effects on Organization, behavious and managerial processes.

International Marketing
Marketing research for creating and implementing marketing strategies on foreign markets at different levels of economic and socio-cultural development.

Organization Development and Behavior
Organizational design for firms complemented with teamwork, decision making, leadership, change management and negotiation topics.

2014 - 2018 **BA in Economy and Finance**
Bicocca University

WORK EXPERIENCE

Jan 2021 - Actual
Junior EMEA Demand Planner for Kering Eyewear - Padua
Daily Tasks
- Sustain implementation and mantainance of the main KPIs
- Review historical trends to prepare FCST data
- Proactive support the improvement in customer service and simultaneously reduce finished products inventory
- Support the global S&OP process

Jun 2020 - Sep. 2020
Junior Commercial Area for BB group&trading Apparel&Fashion - (RC)
Daily Tasks:
- Restoration of detective products
- DDT tracking
- Assistant to sales agents
- Show Room collection fitting.

2016 - 2019 Photographer assistant for fashion editorials
Published in VULKAN, The Atlas and Kaltblut magazine.
2014 - 2018 Karate trainer at ProPatria 1883 - Milan.

INTERNATIONAL EXPERIENCE

Warszawa 2020 - 6 months Erasmus Program
Guanzhou 2019 - 2 Weeks International Summer Program
Toronto 2018 - 2 months for studying/working
Paris 2015 - 13th European Karate Championship
London 2015 - 2 months for studying
Turkey 2014 - 12th European Karate Championship
Dublin 2014 - 3 months and a half for studying

CERTIFICATE

Cambridge FCE **(B2)**
3rd Karate **Dan**
CopyrightX Oxford University

Goal(s)

Education

Work Experience

Accomplishments

How to format your CV ?

Link to some free formats to use

Free Resume format in Balance Career

Project your CV with Canva

Free CV Templates in Microsoft Word

How to highlight your GOALS?

Professional goals

In the upper part of your CV you are supposed to explain to the recruiters which **courses, themes, topics interest** you the most among those studied at university.

After exposing your technical passions and strengths, explain briefly if you are **available for internship or job opportunities** and in which **professional field**(s), depending on your academic preparation.

Third, you're not supposed to describe generical aspects of your personality: you'd better focus on those **soft skills** or **technical skills** useful in a working environment.

How to highlight your EDUCATION?

Under Education Section, make sure to list the experiences starting from the most recent one:

- ✓ Correct Title of Degree
- ✓ Correct University name,
- ✓ city
- ✓ GPA

For each point out:

- ✓ the main courses of interest
- ✓ projects and Case Studies
- ✓ Erasmus experiences
- ✓ honors and Awards
- ✓ certifications

<u>The education section can be moved to the bottom of your resume only once you get your first job after graduation.</u>

How to highlight your WORK EXPERIENCES ?

List the Details about work/internship experiences.

Make sure to include

- the name of the company
- location
- dates of employment
- your role and responsibilities

How to highlight your LANGUAGE AND DIGITAL SKILLS ?

Language Skills

to explain your language level use the six CEFR levels: A1, A2, B1, B2, C1 and C2 (highest).

They are widely accepted as European standard for grading an individual's proficiency

Insert language certifications if owned

Digital Skills

Include any computer systems, software, program language or apps, particularly if they are related to the position for which you are applying

How to highlight your SOFT AND HARD SKILLS?

Top 20 Skills to Have On Your Resume

SOFT SKILLS

1. Problem-solving
2. Critical thinking
3. Flexibility
4. Communication
5. Teamwork
6. Organization
7. Creativity
8. Emotional intelligence
9. Attention to detail
10. Responsibility

HARD SKILLS

11. Computer software
12. Design
13. Data analysis
14. Negotiation
15. Mathematics
16. Project management
17. Marketing
18. Administrative
19. Writing
20. Foreign languages

Authorization of Personal Data treatment

Please note that in all European Countries **it is mandatory** to give consent to third parties to treat your personal data. This is necessary naturally in case you apply for a position.
Without your explicit consent, none of your applications will be taken into consideration.

You're supposed to write, at the bottom of your resume, that

in compliance with the General Data Protection Regulation UE679/2016 and with Italian Legislative Decree no. 196/2003 I hereby authorize you to use and process my personal details contained in this document

Insert it along with **Place, date and signature** at the bottom of your CV

NB: if Authorization is missing, we can't share CV with companies

Do you want to show us your cv?

Would you like to receive some suggestions for improving it?

Do you have a job interview and you don't know if your cv is okay?

Do you need to send applications?

Write to stage.economia@unipd.it

How to do it: write an email with your CV attached and your requests. You can receive a specific advice on your CV !!!