

CV EXAMPLES

Same information in three different ways

CLEAR

Is it easy to understand?

RELEVANT

With the position/company in mind?

DISTINCT

Do you communicate what is unique for you?

CONSISTENT

CV / Application / History?

CHRISTIAN M. HEIMDAL
Nydalsveien 37, 0467 Oslo, +47 46 41 00 12
cmh@student.bi.no
15 april 1990

Centered contact information at the very top gives you some extra room further down.

EDUCATION:

- 2013– 2015** **Msc in Strategic Marketing Management**
BI Norwegian Business school , Oslo
- Relevant areas of expertise: Consumer Behaviour, analysis.

- Master Thesis in cooperation with Jotun. Focus on business development through analyses of market developments in a new segment.
- Winner of BI's case competition "Doing Business in China".
- autumn 2014** **Exchange semester**
Università Bocconi, Milano

Part of the BI Msc programme. Included a course in International Business.
- 2010 – 2013** **Bachelor in Business and administration**
BI Stavanger
- Specialisation in project management. - Bachelor thesis on starting up a new business concept – focus on process and strategy.
- 2006 – 2009** **High School (VGS)**
The Norwegian college of elite sport (Toppidrettsgymnaset), Bærum
- Common core, economic and administrative subjects. Specialisation in handball

A font with uppercase can give a different impression of you

EXPERIENCE:

- 2013 – 2014** **Market assistant, part-time**

Laboremus Software Solutions, Oslo
- Partial responsibility for preparing market strategy and profiling.
- Identification of prospects for further consideration.
- 2013-** **Customer consultant, part-time**
Peppes pizza, Nydalen
Customer service and sales over the telephone.
- 2011 summer** **Customer service/advisor, summer.**
DNB, Forus

Referral of customers to investment advisors. Assistance with regular banking services.
- 2009 – 2010** **Basic training with top-level athletic status at IFK Kjeller, Idrettstropfen**
- 2004 – 2008** **Miscellaneous summer jobs and part-time work**
shop/salesman, call centre, waiter/hotel. Experience in customer service and sale processes. Learned to master stressful situations, and provide professional service.

Separating the position and the company on two lines can make them stand out more. Choose the order, but be consistent.

VOLUNTARY POSITIONS / ACTIVITIES:

- 2013** Member, later vice-chairman of the Information and multimedia group at SBIO, the student union at BI. Varied IT expertise, Internet and social media experience.
- 2013 – 2014** Representative for the Master's class in student congress, the student's highest body at BI.

MISCELLANEOUS:

- Languages:** Good command of English, both spoken and written.
- IT skills:** Experienced user of Ms Office, sPss, web publishing.
- Interests:** Travelling, general cultural interest. Former active handball player, first division.

REFERENCES

Available on request.

CURRICULUM VITAE CHRISTIAN HEIMDAL

Nydalsveien 37, 0467 Oslo
+47 46 41 00 12

cmh@student.bi.no
15 april 1990

KEY QUALIFICATIONS:

Marketing management graduate specialized in how market analyses can result in innovative business development. Passion for customer service and motivated by competitive environments.

Room for Key Qualifications –
important to carefully select what
you write

EDUCATION:

2013– 2015	BI Norwegian Business School Oslo <i>Msc in Strategic Marketing Management</i>	<ul style="list-style-type: none">- Relevant areas of expertise: Consumer Behavior, analysis.- Master Thesis in cooperation with Jotun. Focus on business development through analyses of market developments in a new segment.- Winner of BI's case competition "Doing Business in China".
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Room for adding different kind of
information, for example "summary
of learning" in the right column

Autumn 2014	Università Bocconi Milano	Exchange student as part of the BI Msc programme. Included a course in International Business.
2010 – 2013	BI Stavanger, Stavanger <i>Bachelor in Business and Administration</i>	Specialization in project management. Bachelor thesis on starting up a new business concept – focus on process and strategy.
2006 – 2009	The Norwegian college of elite sport (Toppidrettsgymnaset), Bærum	Common core, economic and administrative subjects. Specialization in handball.

Great if you only have short
descriptions.

EMPLOYMENT:

2013 – 2014	Laboremus Software Solutions, Oslo <i>Market assistant, part-time</i>	Partial responsibility for preparing market strategy and profiling. Identification of prospects for further consideration.
2013-	Peppes pizza, Nydalen <i>Customer consultant, part-time</i>	Customer service and sales over the telephone
2011 summer	DNB, Forus <i>Customer service/advisor, summer.</i>	Referral of customers to investment advisors. Assistance with regular banking services.
2009 – 2010	IFK Kjeller <i>Idrettstroppen</i>	Basic training with top-level athletic status
2004 – 2009	<i>Miscellaneous summer jobs and part-time work</i>	Shop/salesman, call centre, waiter/hotel. Experience in customer service and sale processes. Learned to master stressful situations, and provide professional service.

Might give a quick overlook of only
your positions and employers

VOLUNTARY POSITIONS / ACTIVITIES:

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2013 – 2014	Representative for the Master's class in student congress, the student's highest body at BI.

MISCELLANEOUS

Languages:	Good command of English, both spoken and written.
IT skills:	Experienced user of Ms Office, sPss, web publishing.
Interests:	Travelling, general cultural interest. Former active handball player, first division.
References	Available on request.

Christian M. Heimdal

Address: Nydalsveien 37, Oslo
e-mail: cmh@student.bi.no
Tel: +47 46 41 00 12

Good quality picture, professional
appearance is vital



Date of Birth: 15 april 1990

Room for key qualifications
– important to carefully select
what you write

Key Qualifications:

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Education:

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Voluntary positions / activities:

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Miscellaneous

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The most effective template - A lot
of information into one page