

A professional and friendly picture is getting more common but is not required. If added, ensure it's a professional picture.



Lise de Groot

Personal profile

A public administration master student seeking a traineeship in the public sector, preferably in an international organization where my interests, ideas and genuine enthusiasm would allow me to progress

Choose a simple layout and use it consistently. Adding some color will make your CV stand out more.

Education

2020 - present Master in Public Administration, Leiden University

Leiden University, The Hague, the Netherlands

Specialization: International and European Governance

2016 - 2019 Bachelor in Public Administration

Leiden University, The Hague, the Netherlands

Specialization: policy, management and organization

Relevant subjects: Financial management, European governance

2010 - 2016 Pre-university education

Example College, The Hague, the Netherlands

Specialization: Culture & Society

You can add your bachelor and/or master thesis (title or subject) to add some flavor.

Education and experience: anti-chronological. Make sure the most relevant experience is prominently present (first page).

Work Experience

2020 - present Editorial employee

Joho Company, The Hague, the Netherlands

Tasks: Write and publish country information on the Joho website (Dutch and English) and write summaries for students

2019 - 2020 Internship

Ministry of Foreign Affairs, The Hague, the Netherlands

Tasks: supporting policy officers, monitoring relevant news, preparing reports on different subject concerning international relations, attending and active contribution to meetings

2014 - 2019 Several part-time jobs

The Netherlands

Cashier

Hospitality employee at a lunchroom

Shop employee

Be specific about your duties, responsibilities, and/or contributions.

Give the most attention to the most relevant experience (for the position and company you are applying to). You can combine your non-relevant experience, for instance your part-time jobs.

Write your extracurricular activities in the same way as your working experience, to maintain consistency. It also looks professional.

Extracurricular Activities

2020 - present Chair Jubilee committee

Study association BASIS, The Hague, the Netherlands

Manage a committee of 5 members, organize an alumni day for 30 persons, maintain contact with speakers, evaluate and report on the event

2019 - 2020 Student-member

Education Committee Public Administration, Leiden University, the Netherlands

Offer the academic board advice on all matters relating to teaching and education

2018 - 2019 Erasmus exchange

Bologna University

Five months exchange program, following several Public Administration courses

Personal data on CV: name, address (think about naming only place instead of whole address), e-mail, and phone number. Common to add date and place of birth and nationality. Uncommon: gender, marital status, social security number. This can be different in other countries.

A qualitative LinkedIn profile can support your CV! Ensure a short working link to your LinkedIn profile.

Don't forget your languages.

Hobbies give your CV a personal touch and give you something to talk about at the start of an interview.

References on request, don't put contact details and names of your references on your CV.

Get in touch!

Mobile:

+31612345678

Email:

ldegroot@planet.nl

LinkedIn:

www.linkedin.com/in/lisedegroot

Address:

Haaswijklaan 24, 2341 GG Oegstgeest

Date and place of birth:

's Hertogenbosch, 20 maart 1998

Nationality:

Dutch

Languages

Dutch:

Mother tongue

English

Fluent, speaking and writing

Spanish

Good, speaking and writing (level A1+)

Computer Skills

Microsoft Office

SPSS

R Statistics

Hobbies

Playing the piano

Reading

Italian cooking

References

Available upon request

Adjust your CV per application (or career fair, speed date, etc.) Emphasize what is relevant to the situation at hand.

Always send your CV in PDF, it ensures a proper layout because Word tends to change its documents per device.

Check out the Career Zone for more information and contact your faculty Career Service for individual support like a CV check!