

Choose a simple lay-out and use it consistently.
Keep the maximum at two pages.

Jan Renssen

Personal data that should be on a CV: name, address, e-mail and telephone number. It is common to add date and place of birth as well as nationality. Not common are gender, marital status, social security number. Take into account national differences.



A picture is more common, but is not obligatory. If added, ensure it's a professional picture.

DETAILS

31-02-1997
The Hague
+31614253377
jpmrenssen@hotmail.com

PROFILE

I am a passionate and enthusiastic student with a broad interest and a great ambition, especially in the field of security prevention. As a self-motivated student, I see a challenge in everything. "I can't" does not appear in my vocabulary. "That's what I'm going for", that's my credo!

Write a short description of your skills and abilities. Answer 3 basic questions: Who am I? What is my ability? What is my goal? Match this with the vacancy/employer that you are applying to.

You can add your bachelor and/or master thesis (title or subject) to add some flavour.
In addition, you can also add relevant courses – relevant for the job you are applying for.

Inter Policy Officer

A.V.D. Security B.V., Amsterdam

8/2020 - current

- Doing research into safety prevention
- Writing a report on my research findings
- Presenting the findings to the directors of the company

Sales Employee

Delta Lloyd, The Hague

8/2017 – 6/2018

- Providing information via the telephone to potential clients
- Insurance sales

Promotion Employee

Coca Cola Enterprises, Rotterdam

5/2015 - 3/2017

- Promoting the products of the company by distributing free samples

Be specific about your role, responsibilities, contributions.

Education

Master Crisis and Security Management

2019-current

Leiden University

Relevant courses: Private security, Security and the rule of law
Thesis: Identifying 'hybrid warfare'
Expected to graduate in June 2021.

Erasmus Exchange Program

2018

University of London

Relevant courses: Applied psychology, consciousness
Average grade: 8/10

Bachelor Psychology

2015-2018

University of Amsterdam

Relevant courses: Forensic psychology, group dynamics, cognitive psychology
Minor: Political Science, courses: State, Power and Conflict, Comparative Political Research and EU Governance in an International Context.
Thesis: Psychological vulnerability factors of depression
Average grade: 7.5/10

Higher secondary Education

2009-2015

Einstein School, Leiden

Profile: Nature and Health

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

Computer skills

Microsoft Office
SPSS

Languages

Dutch – mother tongue
English – fluent French
- moderate

Interests

Fishing, bass and drums.

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

Extracurricular activities

Treasurer Cultural Committee

9/2018 - 8/2019

Student association Augustinus, Leiden

- Keeping track of the inputs and expansions of the committee

Canvasser Lustrum Committee

9/2017 - 8/2018

Student association Augustinus, Leiden

- Collect sponsorship money
- Organising lustrum activities, such as a social drink for 300 alumni members and a party for 2000 students

References

References available upon request.

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

References on request, don't put contact details and names on the CV.

*Send your CV in **PDF**, it ensures a proper lay-out because Word tends to change its documents per device.*

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