

TALENT TO  
**DENMARK**

# HOW TO GET STARTED ON UPDATING YOUR PROFESSIONEL CV

Welcome to the webinar!

We will start at 10.00, and look forward to give you tips and ideas.

You are welcome to share in the chat already now, what you hope to gain from the event and if you have any questions in mind.

We will try our best to follow up on each of them.

- Trine & Mads

Danmarks  
Erhvervsfremmebestyrelse

THE EUROPEAN UNION  
The European Social Fund  
Investing in your future





# How To Get Started On Updating Your Professional CV

*June 9, 2020*



# SLIDES & FURTHER READING

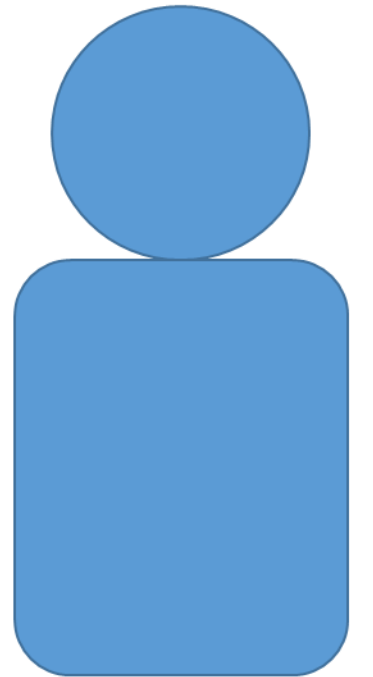
Our slides are now online:

<https://itustudent.itu.dk/study-and-career-guidance/study-skills/exam-hacks/exam-in-corona-times/webinar-and-videos>



# My own profile

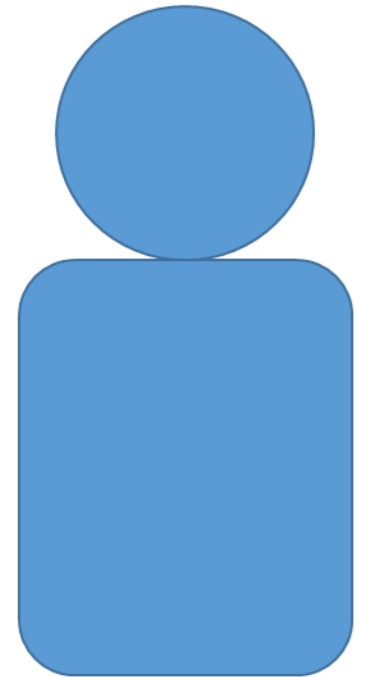
- Mads Kjeldgaard Caspersen
- 25 years old
- Lives in Odense(Fyn)
- I have studied History





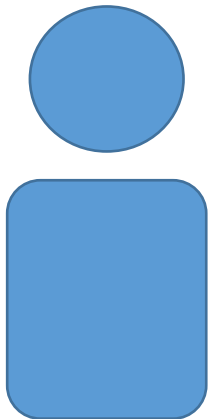
# My own profile

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# From general to specific information

- Mads Kjeldgaard Caspersen
- 25 years old/**too young**
- Lives in Odense(Fyn)/**too far away**
- I have studied History/**not relevant**



- 25 years old

**About four years experience as a Study- and Career Counselor(student jobs)**

- Live in Odense(Fyn)

**But are willing to move for the right job**

- I have studied History

**Specialization: didactics and pedagogy in the teaching room and counseling room**

**Make your story  
shine!**

You are the  
expert on  
your own life!

# The stone-cold facts

The figures below are taken from a report conducted by Ballisager (a Danish recruitment firm), who surveyed 1000 Danish companies in detail about their hiring process (both public and private domain).

## The firms hiring process:

- 80 % of the firms only look at CVs for the first process.
- 49 % won't read the cover letter if the CV didn't catch their attention.
- 83 % uses the most time/all ways look at the "profile text".
- 2-3-page CV vs. "one page" – take your time/space and make sure that we get an insight into your profile!
- Volunteering work can be just as insightful and important as a student job!

## What they look for in a CV:

- Motivation for the job/firm.
- Relevant competencies for the specific job.
- Personality – how to you fit into the team and work environment.
- Show your competencies don't just "talk" about them.
  - Substantiate your claims and visualize it!

\*\*\*Disclaimer\*\*\*

This presentation is based on the tendencies we see in the Danish job market.

(source recruitment firm "Ballisager": <https://ballisager.com/cv-profiltekst/> + <https://ballisager.com/rekrutteringsanalysen-2017-er-ude/>)



# How could you structure your CV?

## Short and precise profile text

- Motivation for job/firm.
- 2-3 of your key competencies and how it fits the job.
- Why all of this makes you the perfect candidate for the firm.

## Work experience

- Show competencies, field knowledge and important outtakes.

## Volunteering work

- Show competencies, field knowledge and important outtakes.

## Education

- What was your focus and field of interest?



## So the important checklist for your CV:

- Always target the specific firm and job!
- Give examples of your competencies and strengths
  - Show it, don't tell it!
- Contain a description of your personality and (relevant) values.
- Is written in an easily understandable language.
  - Keep it simple, Stupid(KISS)!

# How do you get started on the text?



## Education:

**Sep 2017 – Jun. 2019      Master in History at The University of Southern Denmark.**

- During my studies I have worked with the following topics: Historical Data, Gender, Race and Sexuality, IT-Databases for research and I have had two internships as a part of my education. I have learned to analyze and manage large datasets.

## Education:

Sep 2017 – Jun. 2019      **Master in History at The University of Southern Denmark.**

- During my studies I have worked with the following topics: Historical Data, Gender, Race and Sexuality, IT-Databases for research and I have had two internships as a part of my education. I have learned to analyze and manage large datasets.

## Education(my personal focus + outtake + highlighted words):

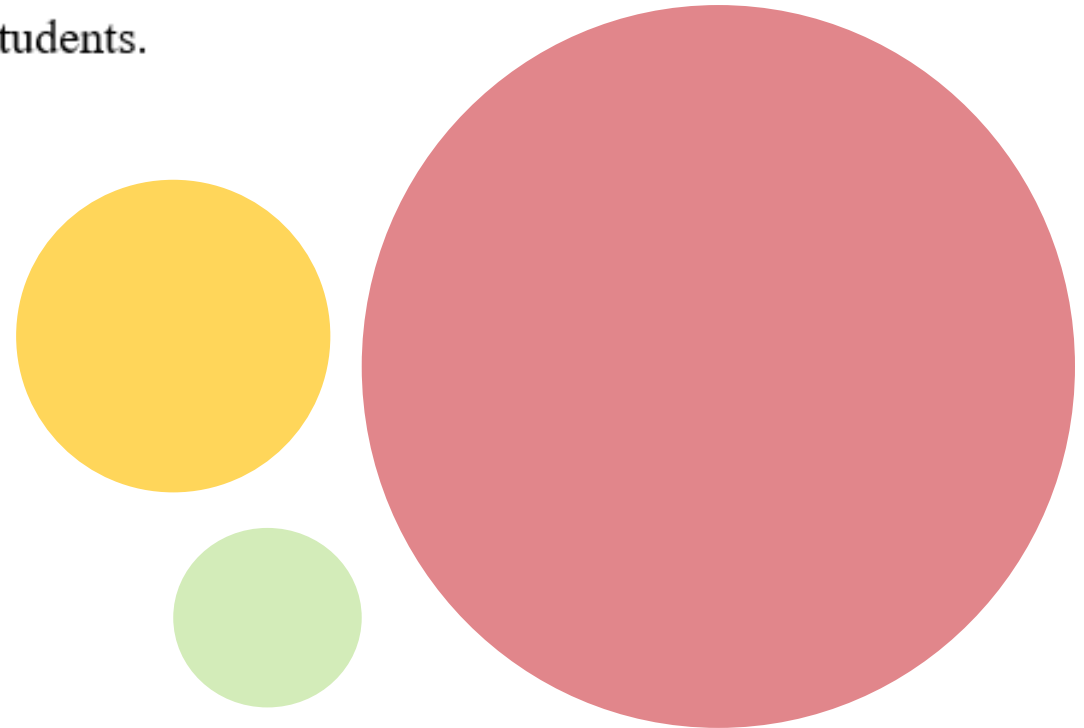
Sep. 2017 – Jun. 2019      **Master in History at The University of Southern Denmark.**

- During my studies and internships, I focused on getting a bigger *knowledge within the didactics- and pedagogy field*. During my two internships as a *Teacher and Study Counselor*, I learned how to communicate to the student and experienced how important it is to “meet” them at eye level. My final project reflected upon the *difference between the teaching room and the counseling room* - as well as reflections upon the methods you use as a both a counselor/teacher.

## Student Job:

**Apr. 2017 – May 2019      Career Counselor at SDU RIO.**

- This job was focused on both: counseling, administration and service. My job was to help students achieve and set career goals for their profile. Furthermore, one of my key task was to coordinate events, fairs and workshops for the students.





## Student Job:

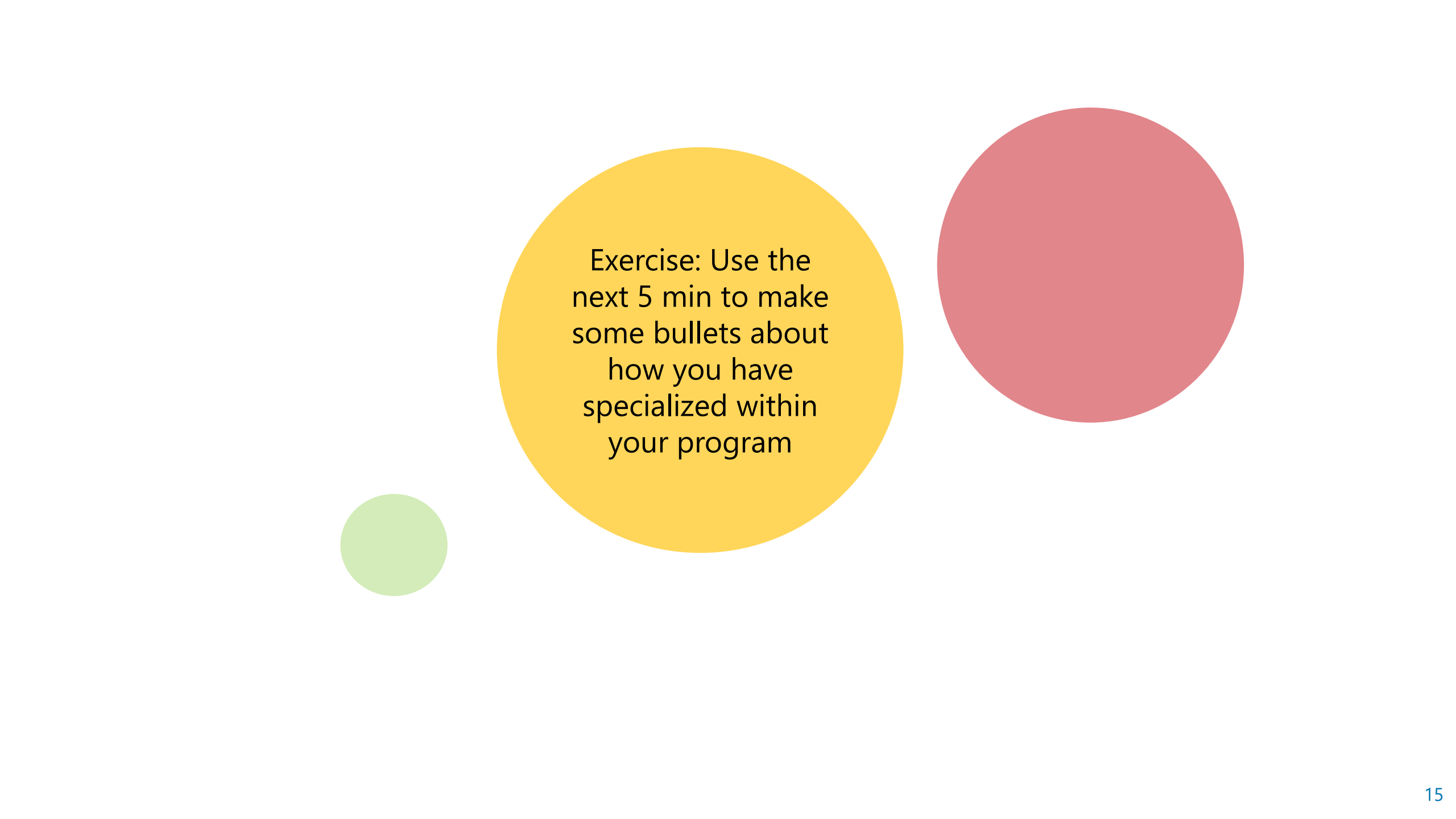
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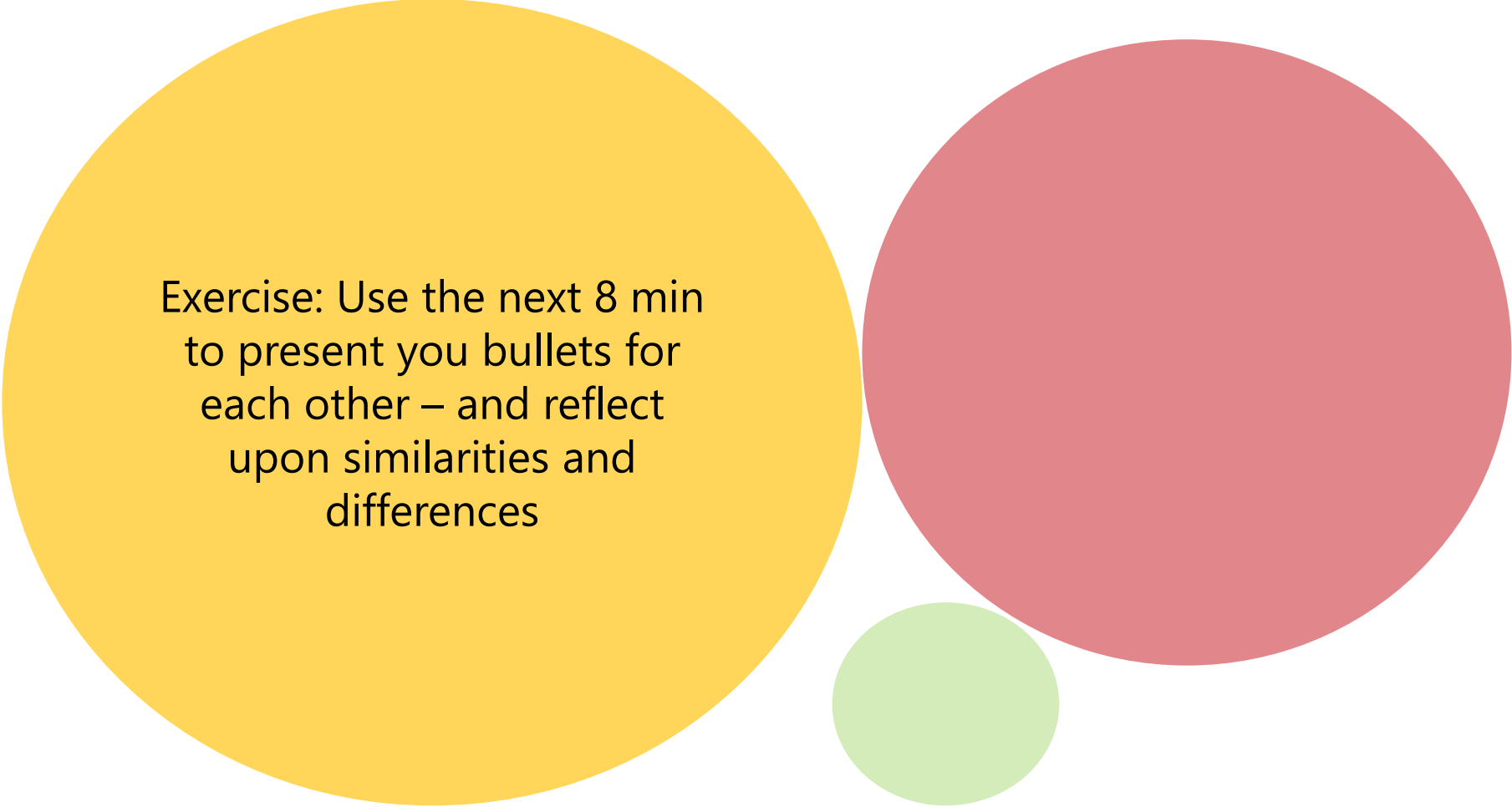
## Student job(description + outtake + highlighted words):

**Apr. 2017 – May 2019      Career Counselor at SDU RIO.**

- This job was focused on both: career counseling, administration and service. I learnt to coordinate events, fairs and workshops with focus on strengthen the student's *employability*. I have become experienced in how to *empower and motivate* the students through conversations and challenges. I manage to put the student and their problems in focus!



Exercise: Use the next 5 min to make some bullets about how you have specialized within your program



Exercise: Use the next 8 min  
to present you bullets for  
each other – and reflect  
upon similarities and  
differences

# QUESTIONS?!

**Raise** a hand or **type** a question!





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## EVALUSTION & FEEDBACK

We are newbies when it comes to  
online workshops!

### Evaluation & Feedback

Please note in the chat, how you  
experienced the event.

1(horrible!)– 5 (Amazing)

Please add any ideas, critic,  
comments, or suggestions for  
development.



NEED FURTHER  
IDEAS &  
GUIDANCE?!

## **STUDY & CAREER GUIDANCE**

Mail: [studentadvisors@itu.dk](mailto:studentadvisors@itu.dk)

**Book a 30 minutte session eg.  
feedback on CV**

[itustudent.itu.dk/  
study-and-career-guidance/  
contact](https://itustudent.itu.dk/study-and-career-guidance/contact)

→ **Other upcoming & online events**

June 15, online, 13-14 AM  
**Rethoric in Cover Letters**