

UvA Student Careers Centre CV Guide

A CV is a concise overview of your achievements. Include core sections like contact info, education, work experience, activities, skills, and awards.
Stick to 1 to 2 pages.

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

Adding a picture is becoming more common, but not required. If added, ensure it's a professional picture of your face with a friendly smile.



Contact

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s.vdberg@email.com
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Amsterdam

IT Skills

- Statistical Analysis
- Python, R, C++
- SPSS
- Shell scripting
- Data management
- Deep learning

Language

Dutch (native)
English (fluent)

Interests

Sustainable behavior
History, Art and Photography
Water sports (sailing)

It is of vital importance that recruiters can easily reach you. Include your e-mail address, phone number and LinkedIn handle. It's not necessary to include your full address, but do include your city of residence.

Don't include unnecessary personal details (gender, date of birth etc.). In some cases, employers do require information like work authorization status or nationality.

Hobbies/interests provide a personal touch and give you something to talk about at the start of an interview.

Sara van den Berg

Chemistry researcher with a particular interest in sustainable water resource management. Looking to apply an analytical approach, project management skills, and creative thinking to help develop solutions to the pressing global situation with regard to water sustainability.

Education

MSc Chemistry: Science for Energy and Sustainability Sep 2020 - Jun 2022
University of Amsterdam (Amsterdam, NL)

- **Relevant courses:** Energy and Climate Change, Biocatalysis for a Sustainable Future, Green and Circular Chemistry.
- **Thesis:** Solar-Driven Photocatalytic Films: Synthesis Approaches, Factors Affecting Environmental Activity, and Characterization Features (grade: 8.5/10).

BSc Chemistry Sep 2017 - Jun 2020
University of Amsterdam (Amsterdam, NL)

- **Thesis:** Glass sickness: Deterioration affecting glass (grade: 8/10).
Publication in process for *International Journal of Applied Glass Science*.

Pre-university education Aug 2011 - Jul 2017
Scholengemeenschap Julias (Ede, NL)

- **Specialisation:** Science & Engineering.

Experience

Research Intern Jan 2021 - Jul 2021
Mauritshuis (Den Haag, NL)

- Researched chemical drying layers on oil paintings through titration and microscopy for the sustainable preservation of art.
- Reported and advised on findings to employees and corporate contacts.

Student assistant Sep 2019 - Jun 2020
UvA College of Science (Amsterdam, NL)

- Collected, analyzed (chromatography) and presented data to support professor H. de Vries' research on organic chemistry.

Tourguide Jan 2017 - Dec 2019
Rijksmuseum (Amsterdam, NL)

- Conducted tours of the Museum's exhibits for customers of all ages and backgrounds in Dutch and English and in groups of 10 - 20 people at a time.

Extra curricular activities

Committee member foreign learning trip Sep 2021 - Jun 2021
Amsterdams Chemisch Dispuut (Amsterdam, NL)

- Organized trips to chemical companies abroad for fellow chemistry students, together with 5 other committee members.

Write about your skills, values and what you want to contribute to in your field in the profile section.

Include the name and type of your degree (BSc /MSc etc.), as well as any relevant coursework or projects.

Include your achievements in different roles (most recent on top), as well as part-time jobs, internships and unpaid work – don't fear is not 'official enough' as it can still demonstrate your skills.

Use active voice and start every line with a strong action verb to demonstrate your contribution and achievements.

Use past simple for past experiences and present simple for current experiences.

Increase the impact of your achievements by adding numbers and metrics where relevant.

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 to ensure proper layout across devices.

Read more about CVs or contact the Student Careers Centre for individual support (like a **CV check!**) through our website:
<https://student.uva.nl/en/topics/curriculum-vitae>

Upload your CV in the [CV Feedback Tool](#) for extensive feedback on how to improve your CV!

