

Curriculum Vitae - Sara van Schijndel

Watch also you tube CV video:

<https://www.youtube.com/watch?v=Fy6cZmlEqjE>

Personal details

Name Sara van Schijndel
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Date of birth 01-01-1995
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Profile photo In the Netherlands it is optional to put a professional profile photo on your CV, 70% does.

Profile (optional)

- Profile or summary: describe who you are professionally/educationally, what drives you, what you are heading for, what your ambition is.
- Key skills: list your main skills and qualities here or you can also include these in the skills section

Education

2018 – Present **Master Business Administration, University of Amsterdam**
Track: Innovation & Entrepreneurship

- Courses i.e.: Theories of strategy, Innovative management
- Thesis: 'The role of consultants in board decision making processes' (grade: 8/10)
- GPA: 7.8/10

2015 – 2018 **Bachelor Business Administration, University of Amsterdam**

- *Optional: Title or subject of your thesis*
- *Optional: Mention your extra courses/minor, not the whole standard program*
- *Optional: Grades, GPA (scale it, like 8.3/10 or 4.8/5)*

If applicable, mention exchange programs/projects

2009– 2015 **Pre university education (VWO), Scholengemeenschap Julias, Ede**
Track Science & Technical science

Work experience/ Relevant experience/Research experience

01/2018 – 05/ 2018 **AMG Consultants, Amsterdam**
Your Role (be specific, Intern strategy department

- *Tasks, results, achievements (3/4 bullets max.)*

Be as clear as possible, so emphasize achievements. The reader wants to know what you have done! Use action (power) verbs and use active language.

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03/2016 –09/2017

Company name, city

Job title

- *Tasks, results, achievements (3/4 bullets max.)*
- ...

It is normal that your CV is not extensive at this point in your life. So also include summer jobs & internships. Volunteer work goes under extracurricular activities.

Extracurricular activities

09/2016 – 08/2017

SEFA Study Association, Faculty of Economics and Business, UvA

Committee member Foreign Research project in UK

- Responsible for organizing a trip to companies abroad with 5 other committee members for 25 students with a budget €10.000 euro.
- Responsible for acquisition of foreign companies to become Partner in Research project (finally 5 Partners)

Skills

- General: Project management, communication, team player, entrepreneurial
- Dutch: Native, English: proficient, German: elementary
- Software: SPSS, STATA, Basic Python, Google analytics

Interests

Photography, cycling and cooking

Maximum of 2 pages CV (sometimes companies prefer a one pager)

For the layout you can look online and use another layout, just bear in mind that it must be easy to read and clear. Also consider the company/industry when choosing a layout. Fancy layouts can be less appropriate when applying for research positions for instance.