Undergraduate Opportunities at CERN
Curriculum Vitae advice for Students

Curriculum Vitae (CV)

One of the most fundamental parts of your CERN application is your CV! Because of the sheer number of applications that CERN receives, they favour a simple and concise format which aids them in the selection process. Appended to this document are three CVs that the CERN selection committee consider as excellent examples of what they are looking for. Along with the information below you should use each of the CVs as inspiration for your own.

Your CV should cover no more than two A4 pages without any bulk text, and following these four simple rules:

- Clear
  Set your CV out into short sections, with consistent formatting throughout. It needs to be carefully and clearly laid out: logically ordered, easy to read and not cramped.

- Concise
  Each item should be short and to the point to get the message across to the reader with NO waffle. Bullet points are highly recommended to aid sections to be informative but brief.

- Relevant
  The CV should include any and all information that is related to your application. Extra unneeded information will just clog up the CV and distract the reader from the important bits.

- Accurate
  The content needs to be completely accurate, including spelling and grammar. If you mention attention to detail as a skill, make sure your spelling, punctuation and grammar is perfect!

While filling in your CV, you may wish to use the following guidelines on each of the subject areas:

Education / Academic experience
There is no need here to go back though all of your education, you should only include relevant certificated qualifications (e.g. Physics A level). Items should be in reverse chronological order, with the most recent at the top. Try to express your grades in ways that shows them in the best positive light:

- Top X% of your class
  This can be a good way of denoting that you were the top of your year (beneficial for larger classes)
- Top X student of your class
  This is also a very good way of denoting that you were top of your year (beneficial for smaller classes)

- 1st, A* etc.
  This system is fine but avoid using "2:1 honours" style as this is a purely UK classification and is poorly understood in Europe.
- X% overall grade
  Be wary of using this method as European countries tend to have higher grade boundaries than the UK. As a result a similar level of student would have a larger overall percentage and seem, at a glance, better.

If you are applying for a year between studies then placing an expected grade could be beneficial to show improvement or consistency. You may also wish to put a bullet pointed list of key study areas such as programming, presentation skills and the use of engineering software.

Work / Practical experiences
Don't waste any opportunity to put in information about your achievements. If you have worked in a lab or completed a summer placement or internship at a company, university or institution you should list it as experience even if it is not in the subject area you are applying for. If you have worked as a waiter, shop assistant etc. over the holidays this is helpful, but not as important as any activities where you gained experience relevant to your studies. You could simply state that you have always worked over the summer holidays to contribute to the cost of your studies (showing dedication and planning), the specific post and the company are not relevant.

Publications
If you have been involved in any publications prior to your submission you should most definitely list them, this shows significant experience of the academic world. If you are a named author, great! If not, noting your contribution is still important!

Scholarships and awards
If you have gained academic prizes or been awarded scholarships then they should be highlighted with a short explanation of how and why you gained the award. This could be a poster/presentation competition, university honours or an external award that will add distinction to your application.

Skills
You should highlight any and all skills that you have that could be seen as beneficial towards your application. These could be technical skills related to a project, computational skills such as programming/web design or anything indicative of a good working ethic and learning capacity.

Extracurricular Activities
If you have sat on any committees, created social clubs, taught outside of academic work, aided an organisation (event organisation, web design etc.), you should note it!

Interests/hobbies
A short list of research areas related to your application could be included or a list of hobbies. This can be a good way to show that you are dedicated and passionate about a particular task outside academic work.

References
You will need to supply at least one referee with your application. It is preferable that the person you chose be either your current supervising professor or a ranking academic you have been working closely with in your academic career. There is no harm in having multiple referees, but it should be clearly denoted which is your primary.

Curriculum Vitae
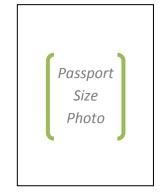# Reed Richards

Personal Information

1 High Street

London

United Kingdom

Mobile phone: 01123 581321

E-Mail: reed.richards@exampleadress.co.ty

Born: 29.02.1990

	Passport Size Photo	

Academic experience

10.2011 –	**B.Eng. Mechanical Engineering, The University of X**
	Focus: Mechanical Engineering, Consolidation Mechanical designing
09.2012 – 12.2012	**Semester abroad, The University of Y**
	Focus: Mechanical Engineering
10.2012	**Pre-bachelor Mechanical Engineering** (Grade: 82%)
09.2007 – 06.2010	**Example RC High School**
	Grade: 89% (with distinction)

Practical experience

04.2012 – 09.2012	**Designing a gearbox for an agitating machine, The University of X**
10.2012 – 03.2012	**Reverse Engineering Project, The University of Y**
	Designing a car fender in group with Chinese and German students
04.2012 – 09.2012	**Designing an inertia brake, The University of X**
09.2011 – 03.2012	**Designing an engine bearer, The University of X**
01.2011 – 02.2011	**Internship at Siemens A.G. in Z**
	Focus: mechanical engineering
06.2010	**Study trip to CERN**
	Organization and participation
07.2009 – 07.2009	**Information technology summer camp, University of Z and Technical University of Z**
	Focus: program in C Sharp
09.2008 – 07.2009	**Building a recumbent bicycle, Example RC High School**
10.2008 – 10.2008	**Electrical engineering summer camp, University of Z**
	Focus: electrical engineering
07.2007 – 08.2007	**Internship at Siemens A.G. in Z**
	Focus: mechanical engineering
05.2005 – 05.2005	**Internship at Siemens A.G. in Z**
	Focus: electrical engineering and IT (qualified IT specialist for system integration)

Scholarships and awards

03.2013 – 02.2014   **National Scholarship**

Scholarship from an association for students in the field of mechanical engineering

07.2009   **Third place nationwide in "British Founder's award" for students**

Simulation game for young founders of businesses

Language proficiency

German	Fluent
English	Native speaker
French	Basic knowledge
Chinese	Basic knowledge

IT knowledge

Pro Engineer CAD Software

CATIA CAD Software

Microsoft Office (Word, Excel, Power Point)

Programming languages Java and C

Social commitment

09.2011 –   Student representative to the commission for the award of QA measures of teaching of the Faculty of Mechanical Engineering

Hobbies

Windsurfing, kitesurfing, ballroom dancing (especially Rock 'n' Roll), snowboarding, model airplane flying, paragliding

Stanley Parable
Curriculum Vitae

1 High Street,
London,
United Kingdom

Phone: (+44) 0113581321
Email: st.parable@sampleaddress.co.uk

Personal

Date of birth: Feb 29, 1990.

Citizenship: British.

Current occupation: B.Sc. Computer Science Undergraduate student

Education

B.Sc. in Computer Science (expected: 2015), University of X, Department of Informatics and Telecommunications.

Fields of Interest

- Virtualization & Cloud computing

- Distributed & parallel computing

- Computer networking

- System Administration

Languages

- English (Native)

- Greek (Fluent)

- French (Good), DELF I

Publications

CGC'13   S. Parable, B. Baker, and C. Clark. "writing a successful Curriculum Vitae". In *First International conference on CERN applications*, STFC, Swindon, England, July 2014.

Computer Skills

Programming Languages: C, C++, Python, Java, Bash shell, Ruby, Perl, Prolog, Matlab, VHDL

DBMS Languages: SQL, MySQL

Operating Systems: UNIX based (Linux, Solaris), Windows

Version Control systems: Git, SVN

Markup Languages & Web: PHP, HTML, CSS, Javascript, LaTeX

Other skills: System Programming, Scripting, Parallel Computing (MPI, openMP, Cuda), Virtualization (Xen), UML, OpenGL, Network infrastructure monitoring

Significant Coursework

- A networked and multi-threaded simulation of the Map-Reduce algorithm, implemented in C. (System Programming class)

- Deploying Nagios instances and monitoring a network. (Network Management class)

- A simulation project about optimal radio usage from cellphones, using a Cognitive Pilot Channel. Implemented in Java, including J2EE web-services and J2ME for the terminals. (Software Development class)

- Designing, simulating and implementing schematic of FPGA based processor, using the Xilinx ISE. (Digital Systems Design class)

- A memory manager simulator for various allocation algorithms, implemented in C++. (Operating Systems class)

- Website for the Hellenic Centre for Marine Research using cakePHP. (Software engineering class).

Other Interests

- Video editing

- Fantasy books

- Music & guitar

- Strength training

Samantha Pell

Apartment 6 • 1 High Street • London • LN1 1NL • United Kingdom
Email: sam.pell@sampleaddress.co.uk • Mobile: (+44) 01123 581321

Education

2012 - 2016   **The University of X**   X, UK BSc
(Hons) Software Engineering with Industrial Experience
First year result: 83.4%   Expected result: 1st

- Completed coursework in Object Oriented Programming using Java, low-level programming with the ARM Assembly language, Artificial Intelligence fundamentals, Distributed Systems fundamentals, Computation Theory and Microprocessor design using Verilog and Cadence tools.
- Improved teamwork, presentation and web development skills as a part of my first year team project.
- Currently undertaking coursework in Software Engineering, Machine Learning, Algorithms, Databases, Operating Systems and Computer Networks.
- Over next semester, I will take course units in Microcontrollers, Mobile Systems, Distributed Computing, Computer Graphics and Image processing.

2007 - 2012   **Institute of technology, Y**   Y, UK
Technical High School Diploma, Informatics
Specialization Grade: 92 / 100

- Acquired programming skills using various languages and tools, including C, PHP, Microsoft Visual Studio and Delphi.
- Developed ability in relational database design and SQL using the MySQL RDBMS.
- Officially completed two semesters of the Cisco CCNA Exploration course as a part of the Network and computer systems module.

Work Experience

Oct 2013   **Company X Ltd.**   X, UK
- present   Co-founder and Director

- Estimating time and costs for clients' projects and devising solutions to best fit their requirements.
- Managing the financial aspects of the business.

June - Sept   **Coding Summer School**
2013   Software Developer for an online database

- Planned, developed and documented an open-source mobile hybrid app for the company. I applied Responsive Web Design techniques and used their existing RESTful API, Apache Cordova, jQuery Mobile, Backbone.js and JS templating tools.

- Communicated constantly with my mentor and the company's web development team by Skype, email and weekly phone meetings.

June 2011   Internship, Company Y   Y, UK
       Summer Internship in a software engineering company
- Responsible for creating a report manager web application to be used inside of the company itself, learnt and used the PHP Symfony Framework and UML design tools.

Extracurricular Activities
- I've been a freelance web developer, building websites for small businesses, individuals and University societies.
- I am a founder member of a student association in high school whose aim is to support students' own initiatives and projects and I actively collaborated in some of these projects.

Other Skills and Interests
- Technical Experience with Linux, Git, SVN, Python, Django Framework, MongoDB, Social APIs, Node.js, Wordpress, Joomla and Magento.
- Languages: English (Native Proficiency),
  Italian (Fluent, A level Proficiency),
  Spanish (Elementary Proficiency).
- Interests: Technology, Media, Entrepreneurship and Startups.