

Career Service

Curriculum Vitae Guidelines

The Curriculum

A resume is your personal marketing document, designed to 'sell' your skills and abilities to a potential employer. Research suggests that readers scan resumes within about 10-20 seconds, so it's important to show them at a glance why you're the best fit. To write a winning resume, ensure it is:

- **Matched to the Job Description**
- **Focused on Achievements**
- **Compelling Reading**
- **Structured Correctly**
- **Formatted Appropriately**

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- **Matched to the Job Description**

Make the reader's job easy by showing a clear match between your skills and the job requirements. Clearly demonstrate how you meet the key skills, experiences and attributes the employer is looking for. Emphasize your most relevant strengths and eliminate details that are unrelated to the position. Use similar keywords in your resume to those used in the job description to create a link in the mind of the reader.

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“I really believe my research abilities would be an asset to whatever this company is called.”

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- **Focused on Achievements**

Highlighting key responsibilities is important, but don't list your daily workload. Your resume should focus on the unique accomplishments that make you stand out. Show how you contributed to the organization; did you save money or time, exceed targets, solve problems, improve processes, or attract new customers? Where possible, quantify how you added value with numbers, percentages or euro amounts.

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"I'm a doer! I get results! I make things happen! I'm intentionally vague!"

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- **Compelling Reading**

The tone of your resume should be enthusiastic, upbeat and professional. Put your strongest and most relevant points first, using action word such as “completed”, “developed” and “managed”, and superlatives such as “first”, “best” and highest”. Presenting your accomplishments honestly but confidently using high impact words will help them stand out and make your resume more compelling.

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- **Formatted Appropriately**

Because your CV needs to be evident to the potential employer in a short amount of time, you should always use short sentences and a plain, readable font. A curriculum vitae should ideally cover no more than two pages. Aim to ensure the content is clear, structured, concise and relevant. Using bullet points rather than full sentences can help minimize word usage. Use PDF format when you send it. Make sure to have someone review and check it to make sure that the content is clear, easy to understand, and with no spelling/translation mistakes.

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“Your resume is impressive, but next time try to shorten it from 100 pages to one.”

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**"Looks like your spell check was turned off
when you prepared your resume."**

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• Structured Correctly

Giovanni Rossi



Personal Information

E-mail	Only one email/no
Mobile Phone	Mobile with Area code & number
Address	One address)
Date of birth	Dd/mm/yyyy
Nationality	Xxx (and Yyyy)

Education

Mm/yyyy – mm/yyyy (expected final date)	DEGREE (last) University/School - Location (City and Nation) • Personalization including • Concentration • Thesis title: ? • GPA/Final Grade, , special awards, scholarships etc
Mm/yyyy – mm/yyyy	DEGREE (previous) University/School - Location (City and Nation) • Personalization including • Concentration/Thesis/Grades/, special awards, scholarships etc •
Mm/yyyy – mm/yyyy	DEGREE (previous) • Personalization including grades, special awards, scholarships etc

Professional Experience

Mm/yyyy – present	COMPANY NAME. – Location (City/Nation) (if needed: 1 sentence description company's activities) Role • Detailed content of job, including • Main responsibilities • Team, people mgmt., budget, achievements • Technologies, projects, etc etc
Mm/yyyy – mm/yyyy	COMPANY NAME. – Location (City/Nation) (if needed: 1 sentence description company's activities) Internship as Role • Detailed content of job, including • Main responsibilities • Team, people mgmt., budget, achievements • Technologies, projects, etc etc

Languages and IT Skills

Languages Skills	Language 1 (mother tongue), Language 2 (level – certifications), (...)
IT Skills	Software 1 (level of knowledge); Software 2 (level of knowledge); (...)

Additional Information

Mm/yyyy – mm/yyyy Summer 2008-2009 Hobbies	Temp jobs: Role, Firm/Organisation, City (Country) extra curricular activities, : Volunteering, Courses, Conferences, memberships ,
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▶ The CV's Structure

Compulsory fields:


1. Personal /Contact data
2. Education
3. Professional experience
4. Language skills/Computer skills

Optional fields (e. g.):

Additional Experience:

6. Special awards, certifications, study grants,
7. Publications
8. Extra-curricular activities, affiliations, memberships...
9. Volunteering/Social commitment...
10. Leisure-time interests and activities
11. References

▶ The CV's Structure

Giovanni Rossi		
Personal Information		
E-mail	giovanni.rossi@gmail.com	
Phone	+39 3945868128 (ITA) +41 79 5566778 (CH)	
Address	Via Rododendro 17, 6978 Gandria (CH)	
Date of birth	28.05.1995	
Nationality	Italian and Swiss	
Education		
10/2017 – 07/2019	Master of Science in Banking and Finance USI – Università della Svizzera italiana, Lugano, Switzerland <ul style="list-style-type: none">• Thesis: "The 2016 cross-border acquisitions wave in China: Impact analysis of the strategic acquisitions on the bidding firms performance and the post-merger implications".• GPA 9,5/10	
09/2018– 12/2018	Exchange Semester – Master in Banking and Finance Hochschule StGallen (HSG), San Gallo, Switzerland <ul style="list-style-type: none">• Courses: Numerical methods, Law and practice of International Capital Markets, Private Banking Bachelor in Economics Bocconi University, Milan, Italy <ul style="list-style-type: none">• Bachelor Thesis: "Evolution of hidden reserves in the Swiss market: an analysis between past, present and future"• Finale Grade: 110/110 cum laude• GMAT: 730/800 – 96th percentile	
12/2009 – 04/2014	High School leaving certificate Istituto Cantonale di Economia e Commercio, Bellinzona, Switzerland <ul style="list-style-type: none">• Awarded Cantonal scholarship for merit	
Professional Experience		

Compulsory fields

1. Personal data

- Contact details (phone, e-mail, address?)
- Date of birth*
- Nationality

* Not indicated in Anglo-Saxon formats.

▶ The CV's Structure

Giovanni Rossi



Personal Information

E-mail giovanni.rossi@gmail.com
Phone +39 3945868128 (ITA) +41 79 5566778 (CH)
Address Via Rododendro 17, 6978 Gandria (CH)
Date of birth 28.05.1995
Nationality Italian and Swiss

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- | | |
|-------------------|---|
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| 12/2009 – 04/2014 | High School leaving certificate
Istituto Cantonale di Economia e Commercio, Bellinzona, Switzerland <ul style="list-style-type: none">Awarded Cantonal scholarship for merit |

Professional Experience

Compulsory fields

Education

Inverse chronological order: (last first)

- Dates (from/to month/year)
 - Degree title/course attended
 - Faculty/area of specialisation
 - Name of School/University + location (town/country)
 - Other personal relevant information (*final dissertation, final grade, university exchange programs, specific seminars, etc.*)

N.B. Do not go further back than high school, except in exceptional cases.

▶ The CV's Structure

12/2009 – 04/2014	<ul style="list-style-type: none"> Finale Grade: 110/110 cum laude GMAT: 730/800 – 96th percentile
High School leaving certificate Istituto Cantonale di Economia e Commercio, Bellinzona, Switzerland • Awarded Cantonal scholarship for merit	
Professional Experience	
05/2018 – 09/2018	Guess Europe, Lugano, Switzerland (Clothing company, > 14.000 employees wwide) Internship as Financial Controller <ul style="list-style-type: none"> Budgeting and Forecasting: preparation of annual budgets (OR, Revenue, EBIT, CAPEX, OCF) Elaboration of standard pricing for key customers Risk review preparation (mainly calculations and other financial data); Investments budget tracing. Participation in sales policy and pricing strategy elaboration
03/2017 – 06/2017	Black Rock, London, UK (World's largest asset management company) Internship as a quant researcher <ul style="list-style-type: none"> Worked in the Multi-Asset Strategies investment division which manages more than \$20b in a team of 20 analysts reporting to the European Investment VP Developed and backtested in Matlab to extract the variance risk premium Review and performance analysis of systematic volatility strategies used in the funds Backtested and built a quant screen for efficiently access and trade FX market
Languages and IT Skills	
Languages Skills	Italian (mother tongue), German (mother tongue), English (fluent- IELTS 7.5), French (Basic), Spanish (Basic)
IT Skills	Word (Advanced); Excel (Basic); Access (Fair); R (Advanced); MATLAB (Advanced)
Additional Information	
Summer 2006-2010 2010– 2014 04/2010 – 05/20XX Hobbies	Volunteer, Summer KidCamp, Better World Rwanda, Rwanda (Africa) Private lessons (Maths /Physics) to secondary school students Member of SESGA Scout, Bellinzona (Switzerland) – Group leader (groups of 30+ teenagers) Motocross, free climbing, Thai Boxe

Compulsory fields

Professional experience

Inverse chronological order: (last first)

- Dates (from/to- month/year)

1) Name of Company, Location

2) Role (specify if internship)

3) Brief job description/content (assignments, projects, main responsibilities, team, people management/reports, Technologies, achievements, budget, etc.)

N.B. Indicate only professional work experiences, including internships. Temporary jobs should be included under "Other work experiences" (e. g. bartender, babysitter, etc.).

► The CV's Structure

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Hobbies	Motocross, free climbing, Thai Boxe

Compulsory fields

Languages and it skills

Languages

- Specify mother tongue
- Indicate level for each language and avoid using only european codes (A1, C1 etc);
- List relevant language certificates (name, date, grade) and/or language study abroad courses.

Computer skills

(can skip if only MSOffice)

- Be specific and as comprehensive as possible (Group computer skills if broad - OS,SW,HW,...);
- The list can include anything from social media platforms to PM systems and computer languages. Avoid “internet” and “mail”.

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Hobbies	Motocross, free climbing, Thai Boxe

Optional fields

stand alone or grouped under “additional information”

- **Awards, Scholarships, Certifications**
Specify date, title and content and the awarding body
- **Publications**
Specify date, publication's name and content, type of publication (article, book, conference paper, etc.)
- **Extra-curricular activities**
Memberships, social commitment, volunteering, professional affiliations
- **Leisure-time activities/Hobbies**
Only if relevant
- **References**
Only if professional, true and updated (inform the referral first) –Indicate job title & contact detail

► The CV's Structure

And the Soft Skills?

The competence, by meaning, it is an ability which is made operational thanks to its concrete application, a notion reinforced to the test of the experience, a skill that develop itself until a specific know-how.

For its empiric nature every skill owned can't be expressed or explained but for in relation to events and experiences that have made it possible to acquire, enhance and experiment.

The definition and description of one's own competences is not an exercise that can be contained in a sterile list of activities, skills and notions. Competence is an ability that become operational thanks to its **concrete application**, a notion reinforced to the test of the experience, a skill that turns into specific know-how

► The CV's Structure

And the Professional Summary?

What is it?

A Professional Summary is a brief list or few sentences at the top of your resume (after your contact information) that highlights your qualifications for a job.

It should gives the hiring manager, at a glance, a synopsis of your professional qualifications.

It's written with **key words**: future objectives but also goals achieved in the past, which clearly illustrate what you are capable of.

the Professional Summary

Chief Financial Officer

10 years of career of which the last four from CFO in groups operating at international level, previous experience in a primary auditing company (4 years) and in a primary company listed in Italy as Reporting Specialist (2 years)

This indication work as a key to the curriculum: the story of one's own training and professional history (the CV) must then appear as a coherent path taken to achieve the underlined objective.

Risk:
Spam and Focus misaligned

Mark Hayfield

100 Broadway Lane
New Cityland, CA 91010
Home: (555) 987-1234
Cell: (555) 987-1234
email@example.com

PROFESSIONAL SUMMARY

Dedicated Paralegal skilled in the organization, maintenance and analysis of legal documentation. Experienced in the preparation and organization of depositions, motion practices and other court filings, communication and coordination with court clerks and opposing council, and trial documentation. Specialize in the formation of internal case databases.

HIGHLIGHTS

- Document analysis
- Formation of court filings
- Legal documentation production and organization
- Fact-checking
- Internal case databases
- Preparation of legal documents
- Dedicated
- Organized

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"I eliminated all the platitudes and cliché statements, from your mission statement, and I'm left with this blank sheet of paper."

► The CV: Format

Some examples... *What do I choose?*

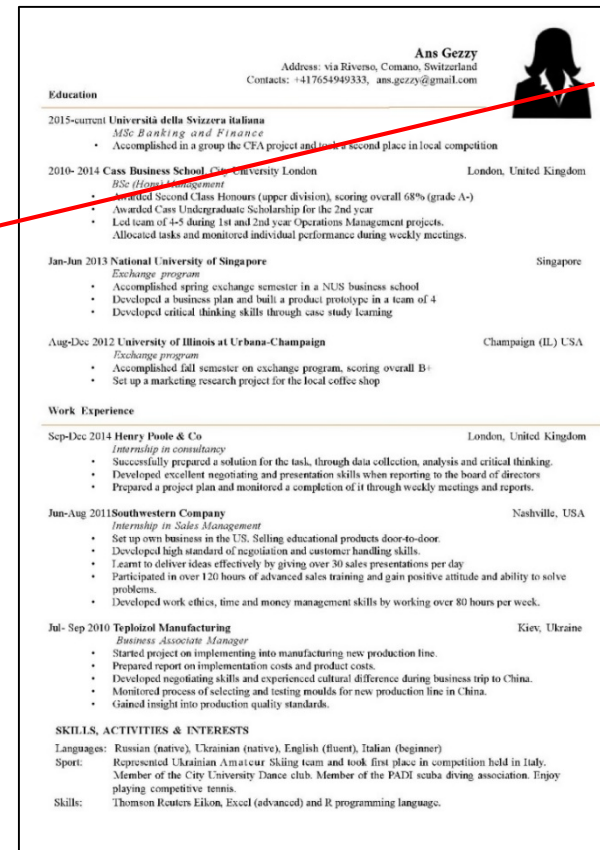
- **a creative CV or a classic one?**
- **should I use the Europass model?**
- **do I have to create a new format?**

The resume is changing, and online and on social network is plenty of advices about how to write it, which words is better to use e which strategies to adopt in order to present your profile in the best way possible!

► The CV: Format

The Business CV...

*The **picture** can be an occasion to personalize your CV, that can be seen as a guarantee for the information written in your resume. Use a professional pic that clearly shows your face.*



Ans Gezzy
Address: via Roverso, Comano, Switzerland
Contacts: +417654949333, ans.gezzy@gmail.com

Education

2015-current **Università della Svizzera italiana**
MSc Banking and Finance
• Accomplished in a group the CFA project and took a second place in local competition

2010- 2014 **Cass Business School, City University London** London, United Kingdom
BSc (Hons) Management
• Awarded Second Class Honours (upper division), scoring overall 68% (grade A-)
• Awarded Cass Undergraduate Scholarship for the 2nd year
• Led team of 4-5 during 1st and 2nd year Operations Management projects.
• Allocated tasks and monitored individual performance during weekly meetings.

Jan-Jun 2013 **National University of Singapore** Singapore
Exchange program
• Accomplished spring exchange semester in a NUS business school
• Developed a business plan and built a product prototype in a team of 4
• Developed critical thinking skills through case study learning

Aug-Dec 2012 **University of Illinois at Urbana-Champaign** Champaign (IL) USA
Exchange program
• Accomplished fall semester on exchange program, scoring overall B+
• Set up a marketing research project for the local coffee shop

Work Experience

Sep-Dec 2014 **Henry Poole & Co** London, United Kingdom
Internship in consultancy
• Successfully prepared a solution for the task, through data collection, analysis and critical thinking.
• Developed excellent negotiating and presentation skills when reporting to the board of directors
• Prepared a project plan and monitored a completion of it through weekly meetings and reports.

Jun-Aug 2011 **Southwestern Company** Nashville, USA
Internship in Sales Management
• Set up own business in the US. Selling educational products door-to-door.
• Developed high standard of negotiation and customer handling skills.
• Learned to deliver ideas effectively by giving over 30 sales presentations per day
• Participated in over 120 hours of advanced sales training and gain positive attitude and ability to solve problems.
• Developed work ethics, time and money management skills by working over 80 hours per week.


Jul- Sep 2010 **Teplotzol Manufacturing** Kiev, Ukraine
Business Associate Manager
• Started project on implementing into manufacturing new production line.
• Prepared report on implementation costs and product costs.
• Developed negotiating skills and experienced cultural difference during business trip to China.
• Monitored process of selecting and testing moulds for new production line in China.
• Gained insight into production quality standards.

SKILLS, ACTIVITIES & INTERESTS

Languages: Russian (native), Ukrainian (native), English (fluent), Italian (beginner)
Sport: Represented Ukrainian Amateur Skiing team and took first place in competition held in Italy.
Member of the City University Dance club. Member of the PADI scuba diving association. Enjoy playing competitive tennis.
Skills: Thomson Reuters Eikon, Excel (advanced) and R programming language.

► The CV: Format

...even for a Junior!



Cecy Maltassa
Born in Milan on December 1st, 2002
Italian Nationality

Address:
Via Indaco, Milan (Italy)
T.: +39-330-456 78 90
Email: cecy.maltassa@gmail.com

EDUCATION

2016-Current	LICEO CLASSICO A. MANZONI Classical High School Diploma. Major: Latin, Ancient Greek	Milan, Italy
2013-2016	SCUOLA MEDIA L. BELTRAMI 8th Grade Diploma (Licenza terza media) (GPA 9.5/10)	Milan, Italy
2011-12	LA SCUOLA D'ITALIA G. MARCONI Exchange year (4th grade)	New York, USA

EXTRACURRICULAR ACTIVITIES:

2017	Volunteer @ N.P.H. and Fondazione Rava Service Trip	Dominican Republic
2016	Quantum Learning certificate (Supercamp Italy)	Rome, Italy
2016	Diving Certificate "Open Water" NASE, Diving Teeraferma	Linosa, Italy
2015	Volunteer @ VOLUNTEERS for Peace VIETNAM - Pagoda Orphanage, Ho Chi Minh, Vietnam	Ho Chi Minh, Vietnam
2015	Photography Course (Giorgio Majno Photographer, Milano)	Milan, Italy
2011/13	Acting Course (Teatro Litta, Milano)	Milan, Italy
2009	Round the World Trip in 80 days (Africa, India, China, Japan, Australia, Argentina, Brasil)	Milan, Italy
2006/09	Art&Painting Course (Geloso School, Milan)	Milan, Italy

Language courses abroad

Summer 2016	Les Glénans (French)	Fazio, Corse/France
Summer 2015	Moorland Hall (English)	West Devon, UK
Summer 2014	Camp Kandalore (English)	Ontario, CANADA
Summer 2013	Abberley Hall (English)	Worcestershire, UK

SKILLS:

Computer: Proficient in Microsoft Office
Language: Italian (mother tongue) English (fluent) French (DELF B2, 2016, Grade: A)
Personal: Comfortable with public speaking; experience in international environment, team player

Sports:

2012-current	Volley (San Carlo Milan & Leone XIII Milan) 2013: best team player award
2010-current	Tennis (Tennis Club Milano Bonacossa, Milan)
2012-16	Free Ride (Ski & Free Ride School Champoluc, Val d'Ayas)
2015-16	Athletics (Atletica Meneghina, Milan)
2009-12	Gymnastics (SportTime Milan)

Interests and hobbies:
 Travelling (30+ Countries visited), Reading, Sports, Astronomy, Writing, Cinema

► The CV: Format

The creative CV



► The CV: Format

The Europass CV

CURRICULUM VITAE DI PAOLO ROSSI

Informazioni Personali

Nome: Gemma Mora
Indirizzo: Via Vittorio, 2 Roma - Italia
Telefono: 04 56 56 7
Cellulare: +39 333 666 34 34
Email: gemma.mora@synal.com
Nazionalità: Italiana
Data di nascita: 14 Luglio 1996 - Roma

Esperienza Lavorativa

Data (da - a): Dal 2011 ad oggi
Nome e indirizzo del datore di lavoro: Pirelli Matto S.p.A., Via S. Maria 14 - 20154 Milano IT
Tipo di azienda o settore: Riva Historical Society Associazione sportiva dilettantistica e culturale
Tipo di impiego: Hostess
Principali mansioni e responsabilità: Organizzazione eventi, accoglienza clienti, gestione del personale italiano e straniero

Data (da - a): Dal 2014 ad oggi
Nome e indirizzo del datore di lavoro: Yacht club Fivola, Fivola Calvario, 25 - Livorno (Corno) IT
Tipo di azienda o settore: Cantieri navali
Tipo di impiego: Hostess
Principali mansioni e responsabilità: Accoglienza clienti stranieri

Data (da - a): Dal 2015 ad oggi
Nome e indirizzo del datore di lavoro: Intermedia Moneta s.r.l., Via Borgo Vico, 168 - 22100 Como IT
Tipo di azienda o settore: Agenzia immobiliare
Tipo di impiego: Segretaria e collaboratore
Principali mansioni e responsabilità: Massima

Data (da - a): Dal 2016 ad oggi
Nome e indirizzo del datore di lavoro: Pirelli Matto S.p.A., Via S. Maria 14 - 20154 Milano IT
Tipo di azienda o settore: Agenzia di marketing e vendite
Tipo di impiego: Hostess e modella
Principali mansioni e responsabilità: Accoglienza clienti

Istruzione e Formazione

Data (da - a): Da Settembre 2009 a Giugno 2014
Nome e tipo di istituto di istruzione o formazione: Liceo Linguistico Francesco Carnati di Como
Principali materie/abilità professionali oggetto dello studio: Letteratura Italiana, Inglese, Francese, Spagnolo, Storia, Filosofia, Storia dell'Arte, Matematica, Fisica, Chimica, Biologia, Scienze della Terra
Qualifica conseguita: Diploma di Liceo Linguistico

Data (da - a): Da Settembre 2014
Nome e tipo di istituto di istruzione o formazione: Scuola della Comunicazione presso l'Università della Svizzera Italiana, Lugano CH
Principali materie/abilità professionali oggetto dello studio: Storia dei mezzi di comunicazione, Comunicazione Pubblica, Economia, Statistica, Psicologia della comunicazione, Sviluppo del multimedia, Organizzazione aziendale, Marketing, Comunicazione e management, Inglese Francese
Qualifica conseguita:

Capacità e competenze personali

Madrelingua: Italiano
Altre lingue: Inglese
Capacità di lettura: Livello certificazione Cambridge B2+
Capacità di scrittura: Livello certificazione Cambridge B2+
Capacità di espressione orale: Livello certificazione Cambridge B2+
Capacità di lettura: Livello certificazione DELE B2+
Capacità di scrittura: Livello certificazione DELE B2+
Capacità di espressione orale: Livello certificazione DELE B2+
Capacità di lettura: Livello certificazione DELE B2
Capacità di scrittura: Livello certificazione DELE B2
Capacità di espressione orale: Livello certificazione DELE B2

Capacità e competenze relazionali

Ottima capacità di lavoro in team, buona capacità di lavoro autonomo, grazie alla collaborazione e al lavoro di gruppo.

Capacità e competenze artistiche

Studio del pianoforte

Altre capacità e competenze

Gioco del golf, sci su neve e sci acquatico, interesse per le lingue e le culture. Donatore di sangue. Soggetti studio all'estero in Inghilterra e Paesi Bassi presso l'International Study Center for English and Sports nel 2012, in Spagna a Barcellona presso l'Institut Centre de l'Esportació nel 2013, a Valencia presso l'Esportació nel 2014, in Francia ad Annecy presso l'Esportació nel 2015.

Patente

Patente B, auto privata

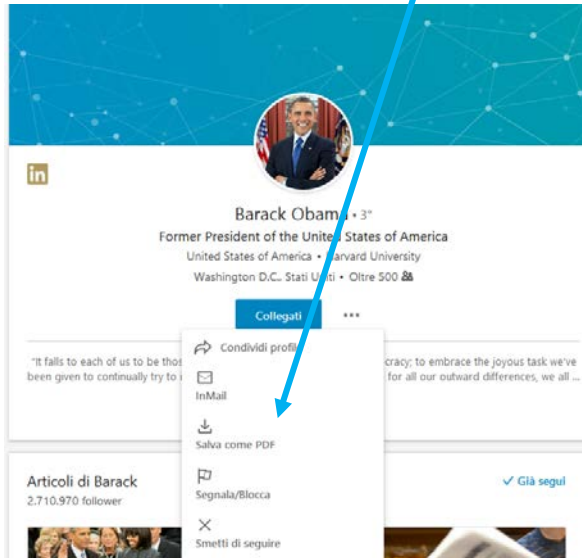
A fillable and standard format like the Europass CV is not useful.

New digital formats

- LinkedIn Profiles
- Video CV's



Linkedin profile



When writing a resume, the intended audience is another person — but in a profile summary, the writing is more for search engines.

Recruiters and others search LinkedIn to find talent matching their needs, so turning up in these search results is clearly desirable. And since the research is done by search engines the governing concept is keywords and their variations.



Which Keywords should You Include?

Resources to help you identify the right keywords to use in your LinkedIn profile.

1. Go Up the Org Chart

If there is a more senior, well-respected professional in your field, look at that person's LinkedIn profile and see what keywords are most prominent.

2. Check Out Job Postings

Job postings are also content that is job-oriented and keyword-based, and hence is also a great resource: once you identify what your next job title should be, look at job postings for the job title and its variations. From there, review the terms that appear often, as above.

3. Tie It All Together

A great profile not only has the right keywords, but is also appealing to a human reader. Take the time to pull the keywords and the narrative together, so your profile is engaging and easy to read

The Video CV



Video CVs are becoming increasingly popular with jobseekers wanting to stand out from the crowd. Rather than replacing traditional paper CVs, videos enhance job applications by providing employers with more insight into what an individual has to offer.

"A traditional CV outlines your skills, qualifications and experience, whereas a video CV enables an employer to get a feel for your personality,"

The Video CV: format

Plan your script and filming location: consider your audience and calibrate accordingly. A video for a position at a bank might differ from a video for a start-up. Dress as though you're attending an interview.

Keep it brief: Videos should be between 30 to 90 seconds. Anything longer is unlikely to be watched. The video cv will never be a replacement for a paper resume, but it can show some intangibles your paper resume can't—like confidence, professionalism, and presentation skills

Keep Production Values Extremely High: people are used to the highest production values possible. Jittery footage, bad lighting, and poor editing will sabotage your video from standing out, even if the content is excellent. Sound: You need to use a professional microphone, not the microphones that are built into a phone or camcorder.

USI CV Format

- For your CV you can use the **USI Format** or upload a **another one**. If you choose the USI Format just go on your profile page and fill out the form.

Personal information

Nationality: **Italian**
Date and place of birth: 30.08.1991
Address: [REDACTED]
Telephone: [REDACTED]
USI e-mail: [REDACTED]

Education

2013-2015 Master in Management, faculty of Economics
Università della Svizzera Italiana (USI), Lugano, Switzerland

2010-2013 Bachelor in Economia e Management
Università degli Studi dell'Insubria, Varese, Italia
Thesis in Scienze delle finanze, title: "La privatizzazione delle imprese pubbliche: il caso Finmeccanica"
Final grade: 110 e lode/110

08/12-03/13 Erasmus programme: Facultad de Administracion y direccion de empresa, Universidad de Economia "Universidad de Las Palmas de Gran Canaria", Gran Canaria (ES)

Other work experience

2010-2013 Milano, Rho, Varese (Italy), Promoter and Hostess for many events
09/13-12/13 Milano Malpensa airport, information/welcome service and promoter
09/11-03/12 Insubria University (Varese, Italy), assistant to a professor for administrative tasks
09/09-07/09 Casorate Sempione (Varese, Italy), receptionist at the hotel "La pista"
07/10-09/13 Vergiate (Varese, Italy), cashier at the club "Picasso"

Language skills

Italian	Mother tongue
English	Reading, Writing, Speaking: Very Good
German	Reading, Writing, Speaking: medium 2010, study trip in Berlin
French	Reading, Writing, Speaking: medium
Spanish	Reading, Writing, Speaking: Very Good

Skills and Computer abilities

Windows 7-Vista-XP-2000-1999
Microsoft Office: Word, Excel, Access, Powerpoint
WebDesign: Photoshop 7.0 - Fireworks MX - Flash MX
HTML/XHTML - Javascript

Extracurricular activities / other info

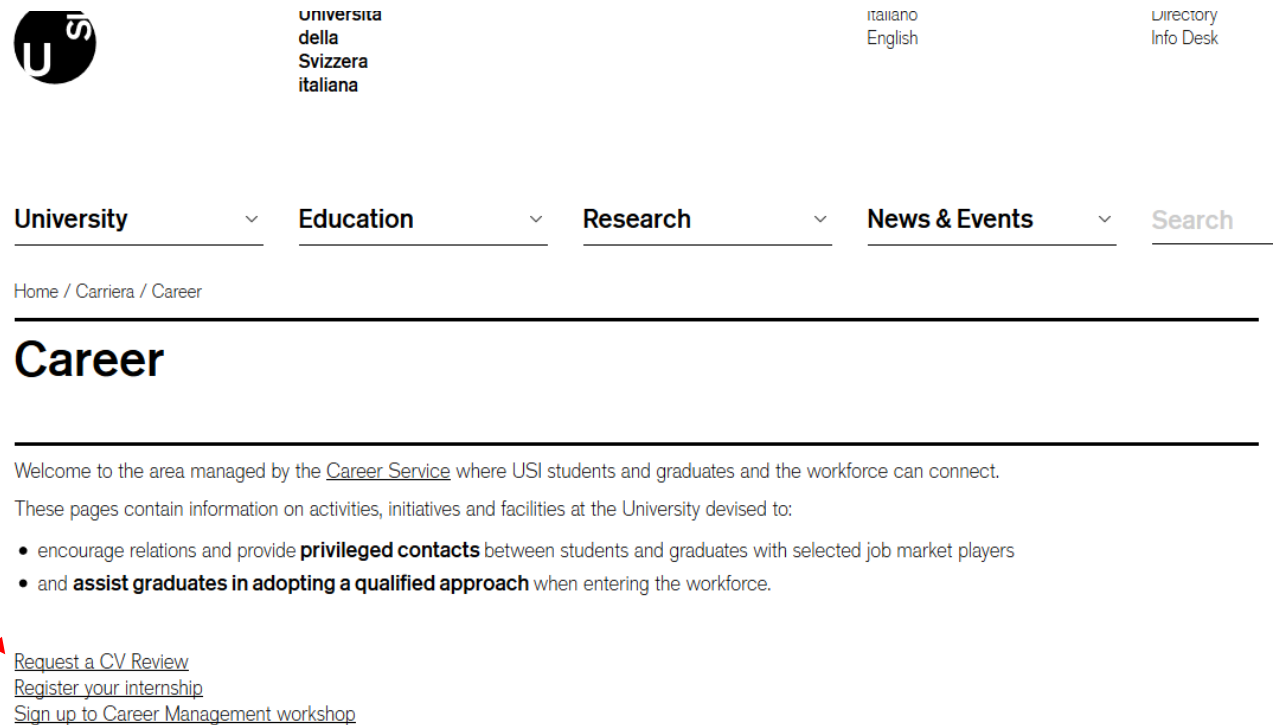
SPORT
2009-2013: practice constantly gym and athletic
1995-2008: Artistic Gymnastic (Team Casorate Sempione CSI(Varese, Italy), competitive level)
1994-2006: Swimming (Moriggia Swimming pool, Gallarate(Varese, Italy))
OTHER
2013: Bartender course at Flair Academy (Milano, Italy), Competence certificate
2007: voluntary service at the athenaeum of Casorate Sempione (Varese, Italy)
2005: Certificate for the participation to the Japanese language course, ITPA Rosselli School, Gallarate (Italy)

Interests and hobbies

Travel
Fashion
Reading
Sports in general
Cooking

Ask for a CV review

- You can request a CV review on-line
www.Careerservice.usi.ch
- You can book an “English review” for your resume with one USI Professor as well.



The screenshot shows the USI Career Service website. At the top, there is a navigation bar with the USI logo, the text "università della Svizzera italiana", language options "italiano" and "English", and a "Directory Info Desk" link. Below this is a horizontal menu with "University", "Education", "Research", "News & Events", and "Search", each with a dropdown arrow. A breadcrumb trail reads "Home / Carriera / Career". The main heading is "Career". The text below states: "Welcome to the area managed by the [Career Service](#) where USI students and graduates and the workforce can connect. These pages contain information on activities, initiatives and facilities at the University devised to:

- encourage relations and provide **privileged contacts** between students and graduates with selected job market players
- and **assist graduates in adopting a qualified approach** when entering the workforce.

At the bottom, there are three links: [Request a CV Review](#), [Register your internship](#), and [Sign up to Career Management workshop](#). A red arrow points from the first bullet point in the list on the left to the "Request a CV Review" link.

USI CV Book

- The CV Book is an on-line publication of the Career Service that collects curriculum vitae of USI Master students (up to one year after graduation) .

(Students can decide to make their CV visible to companies through their Profile/CV page)

Your CV

[Upload here your CVs.](#)

You can modify / update your CVs in any moment and you can use them for the registration to the USI Career events.

				Preferential CV
• CV USI	Create	Modify	View	<input checked="" type="radio"/>
• Other CV	Upload	View		<input type="radio"/>

☒ [Make your CV visible in the CV Book, which is a tool available for companies working with the Career Service.](#)