

## Sven Mayr

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Nationality: German

### Objective

A graduate work placement at an international engineering company specialising in naval architecture.

**Kommentiert [F1]:** The job objective contains important keywords for the job.

### Key skills and experience

- Academic and practical experience in naval engineering
- Three years' experience in architecture
- Trained in designing blueprints
- Excellent project management skills

**Kommentiert [F2]:** Sven lists the skills required by the advertisement (see Andrew's cover letter).

### Experience

07/20XX – 10/20XX **Work placement**, North Atlantic Engineering, Aberdeen, Scotland

- Designed blueprints
- Assisted in construction planning and surveillance

07/20XX – 10/20XX **Work placement**, NavArc Inc., Texas, USA

- Liaised with clients and dealt with their enquiries
- Provided support for the supervision of operations and maintenance

04/20XX – 09/20XX **Assistant Architectura**, Munich, Germany

- Drafted blueprints, including part of new BMW administration building in Munich
- coordinated operations and time management for all current projects

09/19XX – 04/20XX **Apprentice**, Architectura, Munich, Germany

Training included:

- Drafting blueprints
- Preparing documentation for architects
- Dealing with customer enquiries
- Office management

**Kommentiert [F3]:** Sven already has a lot of relevant work experience, so he lists it before his education. His CV would be stronger if he included something he achieved in each position.

**Kommentiert [F4]:** Sven lists his apprenticeship under work experience rather than education.

09/20XX – 06/20XX **Military Service**, Lagerlechfeld, Germany

### Education

11/20XX – present **Master's degree in Civil Engineering**, University of Munich, Germany

Special focus on Naval Architecture  
Anticipated graduation July 2013  
Anticipated grade equivalent to a first-class master's degree

06/20XX **Abitur** (German equivalent to A-levels). Average grade 2.2 (approximately equivalent to an overall B-grade average in Britain)

**Language Skills**

- German – native language
- English – near native
- Spanish – basic communication skills

**Computer Skills**

- Proficient in Microsoft Office (Word, Excel, Power Point)
- Mac OS
- Extensive knowledge of AutoCAD and graphic software

**Activities and Interests**

- Active member of the university ice hockey team
- Rock climbing

References available upon request.