



How to prepare a Curriculum Vitae – tips from Nokia Siemens Networks managers.

Here you can find detailed tips about what our managers would like to know about you, what is essential for them and what kind of information is often missing.

1. Curriculum Vitae should be **written in English**. We work in an international environment and that is why the ability to communicate in English is vital.
2. Remember to list **personal details**: name, surname, date of birth, place of residence and contact details – phone number and e-mail.
3. Provide your **education and professional career information to date**. Include detailed information about your studies and specialization, the title of your Master's thesis, or if you're still studying, clear information of when you graduate.
4. **The quality is more important than quantity** – don't list every technology and all the programming languages you have heard of during your studies. It is really worth tailoring your CV for a particular position, including your strengths and the most relevant skills.
5. **Projects** – are a very important part of your application. They show how advanced your knowledge and skills are so be proud of it! Each recruiting manager agreed that the descriptions of projects are one of the most important sources of knowledge about the candidate.

The project descriptions in particular technologies should include:

- Several sentences describing what the project was about,
 - How many people participated,
 - The size of the project (the amount of code lines or classes)
 - Which part/s of the project were realized by the candidate,
 - What was the outcome of the project.
6. List your **strengths**, but remember that a CV should not be more than two A4 pages

To summarize the most important elements for us in your CV are:

1. Education
2. Professional career to date
3. Foreign language command with levels
4. Projects
5. Certificates
6. Training courses undertaken
7. Your scope of knowledge divided into:
 - Knowledge of telecommunications (2G, 3G, 4G),
 - Knowledge of UNIX/LINUX (what are your skills as a user and as an administrator),
 - Knowledge of databases,
 - Knowledge of using and writing scripts (in various languages),
 - Knowledge of programming languages: Java, C, C++, Python.

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