

# Curriculum vitae

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# Curriculum vitae

A CV is a short account of one's career and qualifications prepared typically by an applicant for a position.

- Your CV should be clear, concise, complete, and up-to-date with current employment and educational information.
- A good CV should ideally cover no more than two pages. Ensure the content is clear, structured, concise and relevant. Using bullet points rather than full sentences can help minimize word usage.



The CV is the most important document in your application



# CV structure

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- Personal details and contact information
- Education and qualifications
- Work experience/ employment history
- Skills / Special Qualifications
- Languages
- Other details
  - Grants and Awards
  - Memberships
  - Teaching experience incl. mentoring
  - Hobbies...

Use a simple and concise structure and formatting



# Personal details and contact info



Name, date/place of birth, address, phone number, email...

- Have a look at the application process description if e.g. a photo, gender, age... is **required** or **not wanted** (special attention in USA!)

## Curriculum vitae

Name: Dipl.-Ing. Ivo Florian Rausch, PhD  
Date / place of birth: Sep-26 1984, Feldkirch, Austria  
Address: Vorgartenstrasse 76/31, 1200 Vienna, Austria  
phone office: +43 (0) 1 40400 55450  
phone private: +43 (0) 650 5601166  
e-mail: ivo.rausch@meduniwien.ac.at  
ORCID: <https://orcid.org/0000-0002-4007-1669>

Needs to include sufficient details to contact you!



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# Education and qualifications



In reverse order (PhD, MSc, BSc, specific courses e.g. MPE...). Include names of institutions and timelines! Include some additional details!

## University / School

10/2014 – 06/2018	University Course Medical Physics Medical University of Vienna, Vienna, Austria
03/2014 – 09/2017	PhD programme Medical Physics Medical University of Vienna, Vienna, Austria
10/2004 - 12/2011	Study of Technical Physics (Diplom-Ingenieur (DI), comparable to Master of Sciences) with emphasis on medical, nuclear and radiation physics University of Technology Vienna, Vienna, Austria
08/2010 - 01/2011	Mobility Semester Uppsala Universitet, Uppsala, Sweden
06/2004	Higher education entrance qualification Bundesrealgymnasium Bludenz, Bludenz, Austria



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# Work experience/employment history



In reverse order (latest job first). Include timelines and achievements / responsibilities.

- Include internships / summer jobs / ... especially at an early stage of your carrier!

## Relevant Work Experience

03/2014 - today	Scientific Employee  Centre of Medical Physics and Biomedical Engineering. Medical University of Vienna, Austria
10/2013 - 02/2014	Scientific Employee  Division of Nuclear Medicine, Medical University of Vienna, Austria
05/2005 - 06/2013	Technical Director  International Theater Festival Luaga&Losna, Nenzing/Feldkirch, Austria

Be aware that your former employer might be contacted!



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# Skills, Languages....

List specific skills e.g. computer skills, programming (language), driving licence...

References: Include contact information and reasoning (e.g. supervisor)

## Alternative service

- 02/2012 - 10/2012 : Emergency medical technician  
Samariterbund Feldkirch, Feldkirch, Austria

## Special qualifications

- 03/2012 : Emergency medical technician  
since 10/2002 : Driving licence (category B)  
Computing : Operation Systems: MacOs, Windows, Linux  
MS Office, LATEX  
Programming languages: C, C++, FORTRAN, Java,  
LabVIEW, SQL  
Special Programs: R - Project for Statistical Computing,  
Rover, Origin, matX

## Languages

- German, native language  
English, fluent  
French, basic knowledge

## Grants / funded projects

- Co-PI: EU-Project H2020 Innovative Training Network „HYBRID-764456“, 2017-2021, total funding € 3.31 M
- Co-PI: Siemens / M/W collaboration Project “<sup>18</sup>F-FDG- and <sup>18</sup>F-NaF-PET imaging of synapses in mice”, 2016-2017, total funding € 60.000

## Prizes / Awards

- Akademiker Award 2010, for the publication “PET/MRI for oncological brain imaging: A comparison of standard MR-based attenuation corrections with a novel, model-based approach for the Siemens mMR PET/MR system”, Society of Nuclear Medicine and Molecular Imaging (SNMMI)
- Award of Excellence 2017 for the best dissertation in 2017, Ministry of Science Austria
- Akademiker Award 2017, for the publication “Reproducibility of MRI-Dixon-Based Attenuation Correction in Combined PET/MR with Applications for Liver Body Mass Estimation”, Society of Nuclear Medicine and Molecular Imaging (SNMMI)
- Rudolf-Holz-Preis 2017 for the best publication related to the application of radioactive isotopes in clinic and science in Austria, Gesellschaft der Ärzte in Wien
- Travel grant for the “1st training School on PET/MR Engineering” 13.-16 May 2014, Technological Educational Institute Of Athens, Athens, Greece (COST Action TD1007)
- “Varberg Stipendium” 2010 for the Mobility Semester in Lappeenranta, Sweden.

Include all relevant skills and activities



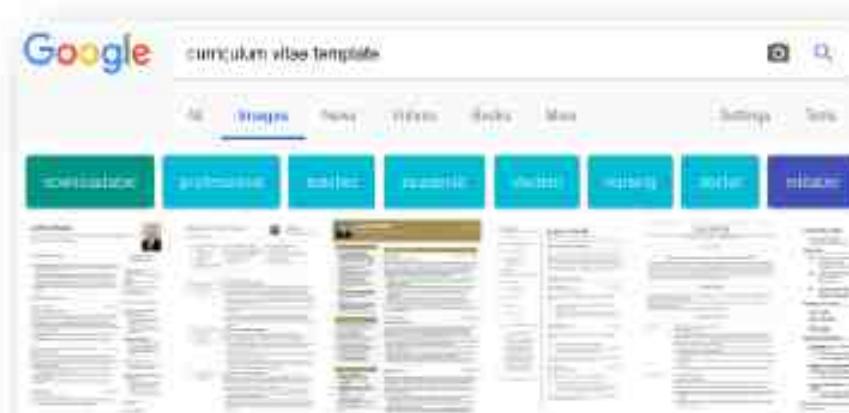
# What not to do...

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- Information which is not precise and to the point.
- Contact information that will raise flags:  
e.g. email addresses like badassguy@gmail.com or  
sexygirl69@hotmail.com
- Incorrect or misleading information:  
e.g. “Guest researcher at Harvard Medical school” -> Applicant was  
there **2 days!** No further consideration due to loose of trust
- Grammar / Spelling mistakes: make use of spell checker programs (e.g.  
in word)
- No personal information which is not relevant  
e.g. your religion, sexual orientation, body mass index...
- Strange hobbies ...

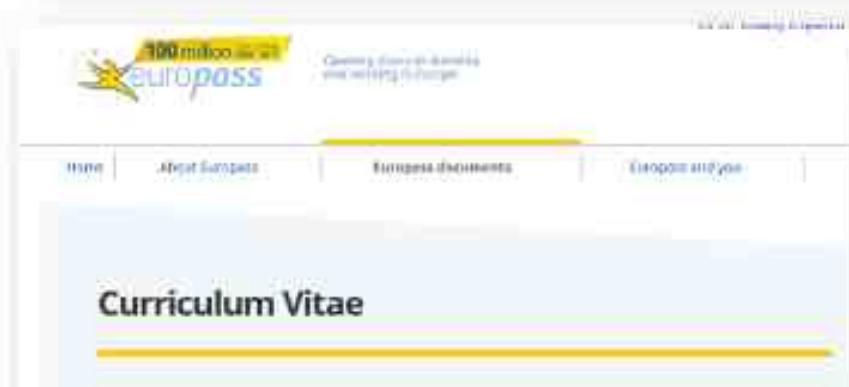
# Examples:

Google offers a multitude of templates



Specific CV formats:

e.g. EUROPASS CV



Make use of existing templates

