

How to make a CV



What CV have to include

1) Contact information

2) Professional
experience

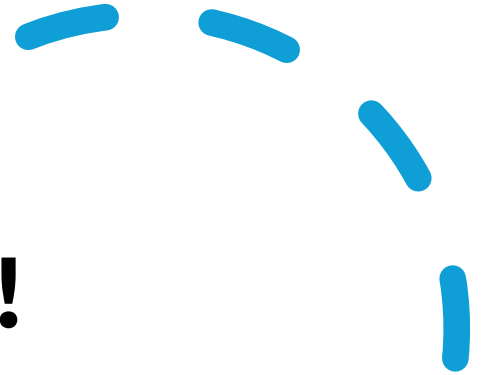
3) Professional
education (if applicable)

4) Certificates



REMEMBER!

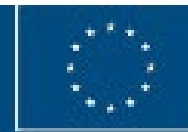
Your CV should be written in English.



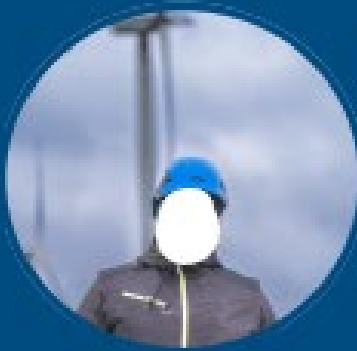
Contact information

What should be included in this section:

- Name, Surname (same as in the passport)
- Date of birth (full)
- E-mail and phone number (with country code)
- Address (current)
- Nationality (passport type, what country)



europass



A. S.

Date of birth: 24/06/1986 | **Nationality:** Latvian | **Phone number:**

(+371) (Mobile) | **Email address:** @gmail.com |

Address: IELA 36-20, LV-1064, RIGA, Latvia (Home) |

CURRICULUM VITAE

PERSONAL DETAILS

Name: V. K
Address: Riga, Latvia, LV1067
Phone: +371

E-mail: @gmail.com

Date of Birth: 18 nov 1982

Nationality: EU, Latvia

WINDA ID: VK(LV

LinkedIn:

Professional experience

What should be included in this section:

- Position name
- Work duration (from-to)
- Company, project name, wind farm
- With what type of WTG you worked with (if applicable)
- Your work tasks (at least 4)

● WORK EXPERIENCE

21/06/2023 – CURRENT Bremen, Germany

WIND TURBINE TECHNICIAN DEUTSCHE WINDTECHNIK AG

"Butendiek" Offshore wind farm.

Siemens 3,6mw 120

1. Aviation detection light system retrofit
2. Anchor point retrofit
3. OSS helideck maintenance
4. Troubleshooting of different wind turbine systems and components.

20/03/2023 – 05/06/2023 Hamburg, Germany

WIND TURBINE TECHNICIAN SEARENERGY

"Baltic Eagle" Offshore wind farm.

Vestas WTG model MVOW V174 9.5MW

Offshore Preassembly:

1. Electrical/Mechanical Commissioning Technician
2. Mould Cleaning
3. Mobilization of Davit Crane
4. Boat landing Gate & Perimeter Gates
5. Wooden Wedges & First Aid Kit Rotation
6. Ventilation Retrofit
7. Earthing Cable
8. Anchor Points

● ABOUT ME

- ✓ **GWO BST Full Offshore** (incl. Sea Survival & Boat Transfer)
- ✓ **GWO BTT** (Mechanical, Electrical & Hydraulics)
- ✓ **IRATA L1** (IRATA Numbe. .)
- ✓ **OPITO HUET** with **CA-EBS** (Vantage)
- ✓ **Electrician** (EQF Level 3)
- ✓ **Banksman / Slinger and Rigger**
- ✓ **OGUK & Chester Step Test**

ALL CERTIFICATES:

To view all my certificates please follow the link below (Uploaded via Google Drive):

Driving License (B category)
EU passport holder (Latvia)
Fluent English

During my career, I have demonstrated expertise in maintenance, inspection, and repair. My communication skills help create a positive and collaborative work environment.

● WORK EXPERIENCE

08/2023 – CURRENT Sweden

WIND TURBINE TECHNICIAN GRIDINTA

Performing maintenance and troubleshooting of **Nordex N149/4.0-4.5 Wind Turbines (DELTA4000 Platform)** on Nysäter Onshore Wind Farm. Tasks include maintenance on turbines such as IPS cable repair, elevator cable replacement, gearbox inspection - gears and main bearings, blade laser alignment, main generator alignment, changing filters and gearbox oil, torquing and tensioning bolts, greasing bearings, and shaft alignments. Conducting troubleshooting, including diagnostics and schematics, and then completing necessary turbine repairs to restore them to service. Utilizing a diverse range of hand and power tools, including hoists, drills, precision measuring instruments, and electronic testing devices. Adhering to standards and procedures to ensure a secure working environment.

02/2023 – 08/2023

ROPE ACCESS TECHNICIAN ALPSERVISS

Working at height (rope access). My responsibilities included painting facades, installing outdoor advertisements, and assembling scaffolding for construction projects.

WORK EXPERIENCE

[15/02/2021 – Current]

Wind turbine technician

FairWind AS

- Main Installation top team.
- Main Installation ground team.
- Nacelle preparation.
- Hub preparation.
- Blades preparation.
- Cooler top installation/preparation.
- Quality assurance/punch list/snag list.
- Offloading components.
- Components exchange.
- V150 LDST Pre Assembly.
- SGRE HSBM.
- SGRE Mechanical.
- SGRE HV.
- SGRE Maintenance.
- SGRE Erection.

Projects Name:

- *Sormarkfjellet* **VESTAS** V117 (Installation) (NORWAY);
- *Stokkfjellet* **VESTAS** V136 (QA) (NORWAY);
- *Havoygavlen* **VESTAS** V117 (Installation/preparation/QA) (NORWAY);
- *Froya* **VESTAS** V136 (Blade's Inspection,Components exchange.) (NORWAY);
- *Vogelsberg* **VESTAS** V150 LDST Pre-assembly (GERMANY);
- *Froya* **VESTAS** V136 Turbine Disassembly (NORWAY);
- *Vanessa* **VESTAS** V136 (TEAM LEADER OF PREPARATION) (LATVIA);
- *Kaskasi* **SGRE** 8MW 167 DD Flex (Offshore Pre assembly/HSBM) (DENMARK);
- *Yunlin* **SGRE** 8MW 167 DD (Offshore Pre assembly) (TAIWAN);
- *Formosa 2* **SGRE** 8MW 167 DD (Offshore Pre assembly/Maintenance) (TAIWAN);
- *Stawiszyn* **VESTAS** V110 (Installation, QA) (POLAND)
- *Froya* **VESTAS** V136 (Installation,Preparation) (NORWAY);

What to do if you had a lot of various short-term projects?

Look here.

Education and Certificates

What should be included in this section:

1. Only your **professional education** (at college, university)

- Study duration (from-to)
- Your professional degree
- Name of education institution

2. Your **current** certificates

- Also this list could include diplomas
- You could add there your WINDA ID, Driving licence type

№1

Time period	01/09/2009- 27/06/2012
Title of qualification awarded	Architect Engineer/Design Engineer
Organization providing	Riga Building College
Degree level	Master's degree
Time period	01/09/2004 - 27/06/2009
Title of qualification awarded	Architect Engineer
Organization providing	Riga Building College
Degree level	Bachelor's degree

05/09/2020 – 21/01/2022 Riga, Latvia

FIRE SAFETY AND CIVIL PROTECTION, PROFESSIONAL ENGINEER Riga Technical University
Institute of Occupational Safety and Civil Defence

№2

31/08/2015 – 10/01/2019 Riga

TEHNICIAN OF FIRE SAFETY AND CIVIL PROTECTION Fire Safety and Civil Protection College

1. GWO BST Working at heights
2. GWO BST Sea Survival
3. GWO BST Fire Awareness
4. GWO BST Manual Handling
5. GWO BST First Aid
6. GWO Basic Technical Training Mechanical Module
7. GWO Basic Technical Training Electrical Module
8. GWO Basic Technical Training Hydraulics Module
9. GWO Signaller/Slinger-Rigger
10. Confined Space Awareness training
11. Chester step Test Certificate

GWO BST 5 modules

Banksman & Slinger Initial

Confined Space Entry

Rigger Initial

Forklift

Cherry Picker

Telehandler

Boat landing

STCW training

Certifications

IRATA Lvl 1

IRATA ID: 1/██████████

GWO Full BST

GWO Slinger Signaller

Winda ID: D/██████████

TSWA Siemens SWT 2.3

SGTT E-Learning Bundle

SGRE TMSE Inspection

VCA B

L-Aus

NEN 3140

First Aid: Red Cross

Driving License: B

Fork lift license

Additional information

What should be included in this section:

- Professional description
- Language knowlege

● ABOUT ME

Hardworking and reliable person with a sense of responsibility. A technical and communicative person with a lot of experience in various fields of work. Smoothly handles installation, maintenance and repair work, pays attention to detail and possesses high producing quality work. Purposeful and with a great desire to gain more knowledge.

● LANGUAGE SKILLS

Mother tongue(s): **LATVIAN** | **RUSSIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B1
GERMAN	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

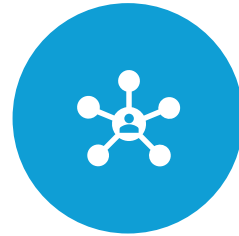
Why recruiter needs this info?



ONCE YOU SEND THE RECRUITER AN EMAIL WITH YOUR CV, THE RECRUITER HAS UP TO 10 SECONDS TO QUICKLY REVIEW IT TO SEE IF YOU COULD POTENTIALLY BE A GOOD FIT OR NOT.



THE RECRUITER THEN TAKES A CLOSER LOOK AT YOUR CV AND DETERMINES IF YOU ARE A GOOD FIT OR NOT.



AND THEN THE RECRUITER CONTACTS YOU TO CLARIFY SOME INFORMATION AND DISCUSS THE OFFER WITH YOU.



NEXT, THE RECRUITER COMPILES YOUR PROFILE (ACCORDING TO THE COMPANY'S INTERNAL FORMAT). THIS PROFILE WILL BE PRESENTED TO THE CLIENT FOR REVIEW AND BASED ON THE INFORMATION YOU HAVE PROVIDED AND ADDED TO YOUR PROFILE, YOU WILL EITHER BE SELECTED FOR THE PROJECT OR SCREENED OUT.



INFORMATION IN YOUR CV WILL INFLUENCE WHETHER YOU GET ON THE PROJECT OR NOT!

Tips

1) If you are writing e-mail to the company, please clarify:

- What **project** you are applying
- What **position**
- When you're **available to start** a project

2) It would be better to attach your **certificates** and **documents** (ID card or passport) to the letter.

- You can collect **all your certificates** and send them in an archived format. (**zip file**)

Tips

If you are newcomer and don't have relevant experience:

Describe your technical experience as much as possible.

- Add **details** which **task** you did (for example: you participate in building process, you laid the walls, coated them)
- If you already worked on height, add **info about the highest altitude** you have worked.