

Name, Address (female candidate, just give the area name and, Dhaka 1212) Email, Linked in profile (if any), Cell **(please complete this information within two lines)**

Photograph
Standard passport
Size, White
Background.
NO FORMAL
SELFIES, PROFILE
PICTURE FROM
FACEBOOK!

Objective /Career Objective:

Come up with a generalized objective about your strengths that matches the field you want to work in or with. NEVER BE TOO SPECIFIC ABOUT ANY PARTICULAR INDUSTRY OR ORGANIZATIONS, choose your action verbs correctly.

E.g.: continue my career by utilizing my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills besides ensure benefit and mutual growth and success for the organization.

Education:

Bachelor of Business Administration | BBA

Year

2015- 2018

CGPA /GPA

3.5

North South University

Major: Marketing / HR/ Finance/ Accounting / Economics

(Please start with your latest completed degree, Students will follow this particular format and write their educational background, English medium, Dakhil Alim Students) YOU CAN ALSO ADD YOUR CGPA below your major section of subject)

Achievements (if Any)!

Any recognition or achievements/ Awards you have received, professionally or educationally please do mention, like tuition fee waivers, or any stipend you have. (Optional)

50% waivers from NSU

Got talent pool scholarship, etc.

Work Experience/Internship Exp :

Year

Company name

Designation

Department

Responsibilities:

Try to be specific at the same time little elaborate, 2 to 3 lines DO NOT USE ONLY BULLET POINTS, **(Start with your recent job)**

Relative Course Work/ Projects:

Course Name

Course code

Topic or name of the project, what it was for, how you have done it. 3 to 3.5 lines.

(As a fresher if you mention any of the course projects at your CV it will be beneficiary for you. Try to describe what you have learnt how you have done it.)

Soft Skills:

Communication skills, Team Player, Creative in thinking, Analytical Ability, Leadership skills , public speaking , Presentation skills , Ability to work under pressure, and so many more.

(Try to use a bullet point and in to that point relate your soft skills with any of the group work with any of the projects you have done so far so that it became justified)

Technical Skills

MS WORD

MS EXCEL

MS POWER/ MS OUTLOOK

Power POINT (**DO specify if you are good enough/moderate, or excellent into all this, specify if any attributes or function you are good at into this main technical area add if anything else you know, PLEASE DO NOT FALSIFY**) also rather than mentioned skills if you know anything else in any of the photo-shop or graphics work, you can mention those apart from this MS word and excel.

Language Skills

We speak only two languages English and Bangla, there is no point of mention these two. If you are excellent in English and have done IELTS and scored good only then I will suggest you to mention. Rather than this two any other language if you want to mention, then include those such as:

	Reading	Writing	Speaking
Chinese	—	—	
Fluent			
Hindi	—	—	Fluent

Or any other language if you know!

You can also exclude this section

Training / Workshops

Mention the workshops and training you had so far. DO not just name them try to elaborate what it for, what have you learned, the duration if there is any.

Extra Curriculum Activities:

Any voluntary work, any club activities if you have done mention those. Mention what it was for, what you have done there. Like: president of yes club.

Always do mention the activities like any session or workshop arrange by the particular club, name that session, what it was for, what deliveries you have provided there.

Hobbies or Interest:

Try to mention any of the hobbies you have driving , any passion relate to it, collecting post tickets, signing(any specific category),dancing, yoga, RJ, anything interesting.

Reference:

Name of the person

Designation

Workplace

Office phone no: Ext no:

Email:

Name of the person

Designation

Workplace

Office Phone no: Ext no:

Email:

Please do not falsify, and do not give references without the knowledge of the concern person, do not use personal phone number

THINGS TO REMEMBER:

1. Font: Arial, Calibri, Times New Roman
2. Font Size: 9/10 OR 11,
for heading 12 will be good enough
3. Spacing: MS word Justified (the usual one) 1.0
4. Narrow margining
5. Writing should be left side justified
6. Do not include page number at your CV
7. Finish your CV within two pages
8. Do not use bullet points and just finish your CV
9. Make it simple and formal
10. DO not use so many colors
11. Always remember the post, organization, country context before writing up your CV.
12. It is not mandatory to follow exactly the same format and talk exactly the way I have mentioned at the SAMPLE CV, but it is important not to limit yourself to write about the things that talk about your qualities.

You are requested to follow:

- a. chronological part at the SAMPLE CV, like what comes after which one, like objective, education , work experience , and so on, and always remember , as a fresher you have more to explain in front of the employer , so talk about your abilities !
- b. Write down your career objective carefully. Within two lines form the objective that talk about your abilities and will work for the organization's vacant position.
- c. At the Project section, you are requested to mention your best 2 or 3 projects that will lead the employer to connect you abilities with the position they are looking for a suitable candidate.
- d. Always remember, a KEY of a good CV is the Mention Vacant Position you are applying for.

YOU ARE SUGGESTED TO MAKE YOUR CV BY FOLLOWING THIS PARTICULAR FORMAT, & DO GET FINAL ADVICE FROM CPC, JOB CONSELOR

**Thank You
Job Counselor**