

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

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)**

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.**

Profile (Optional)

I went to ... School from childhood and had an interest in Science and Technology. Now I am in my final year of studies towards a Bachelor's in Computer Science and Engineering (This portion is optional, engineering students can talk about their background and interest here, or they can also skip this one)

Education

Bachelor of Science in Computer Science and Engineering | BSCSE
NORTH SOUTH UNIVERSITY
BASHUNDHARA, DHAKA
CGPA: 3.64

Year
SEP 2014- PRESENT

2012-2014

A-Level
MASTERMIND SCHOOL
DHANMONDI, DHAKA
Grades: 1A*, 1A, 2B

(Other students will follow this particular format and write their educational background, Bangla medium, Dakhil Alim Students) **YOU CAN ALSO ADD YOUR CGPS BESIDE YEAR, WITH ANOTHER HEADING CALLS CGPA**

Achievements: If you have, like tuition fee waivers, or any stipend you have. (Optional)

50% waivers from NSU

Got talent pool scholarship, etc.

Work Experience / Internship Experience (if you have any)

Company name: ABC

Designation: Senior Engineer

Department: IT

Responsibilities: All design work is carried out to the required standards of accuracy with specific regard to the NDY Quality, Assurance, Design Guides and Practice Notes and appropriate statutory regulations and codes of practice. **DO NOT USE ONLY BULLET POINTS, DESCRIBE THE WORK, within 2, 3 lines**

Year
June 2015 – continuing

Publications: (if you have any)

Title: Name of the Publication

Authors: Individual name or group participants' name

Conference: On which it was published

Status: Accepted

Description:

Projects/Relative Course Work (if you want to mention or talk about any of your critical projects, to show your analytical or any of the abilities.)

Course name: suppose, SOFTWARE ENGINEERING | **Course Code:** CSE 327

Topic/ Title:

Describe: Then talk about what it was for, was there any achievements, was it recognized, any specific things you have learned.

Skills

PROGRAMMINGLANGUAGES: Python, C++, CUDA C++, Octave, MATLAB

PROGRAMMING LIBRARIES: OpenCV, TensorFlow Estimators, Pandas, Scikit-Learn

OPERATING SYSTEMS: macOS, Ubuntu, Windows

VERSION CONTROL TOOLS: Git, GitHub, Bitbucket

PRESENTATION AND DOCUMENTATION TOOLS: Microsoft PowerPoint, Microsoft Excel, Microsoft Word, Apple Pages, Apple Keynote

(Based on your skills you have to write, if you have achieved anything by applying any of the skills please do mention.)

INTERPERSONAL/ Soft Skills : Innovation, Research, Decision Making, Public Speaking, Leadership, Adaptability, and Self-Motivation **(these are your soft skills, you can also describe two to three lines here, by have an alignment with any of the courses you have done or any group work or project related work)**

Extracurricular Activities: Mention the position you are holding if you have any club relative activities, any voluntary task can also be mentioned here. 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:

Reference: Always use two references, never use the personal phone no. Give official mail address and official number with ext. One academic and one non-academic will be good enough

Dr. XYZ
Associate Professor
Department of Mathematics and Physics
North South University Dhaka, Bangladesh
Email: xyz.xyz@northsouth.edu
Office Phone: 55668200, Ext: 1234

Mr. uvx
Consultant, Environmental Specialist
Word Bank
BDBL Bhaban
Email:
Office Phone: Ext No:

THINGS TO REMEMBER:

1. Font: Arial, Calibri, Times New Roman
2. Font Size: 10/11, for heading 12 will be good enough
3. Spacing: MS word Justified (the usual one) 1.0
4. Writing should be left side justified
5. Do not include page number at your CV
6. Finish your CV within two pages
7. Do not use bullet points and just finish your CV
8. Make it simple and formal
9. DO not use so many colors
10. Always remember the post, organization, country context before writing up your CV.
11. Your subject, interest might differ from the sample one. Please do follow the format, and the chronological part, 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 !

12. Engineering Dept. students if you have done any training or workshop you want to mention here at your CV, you can write it after your Interpersonal skills/Soft Skills or after Relative Course Work/ Projects

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

DO ALWAYS CONSULT WITH YOUR NEED AND EXPECTATIONS WITH YOUR DEPT COORDINATOR TO HAVE BETTER IDEAS.