

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

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

Objective /Career Objective

Always design the objective dedicated to fulfill the vacant position you are applying, which talks about your strength and your capabilities.

Profile (Optional)

I went to School in my childhood and had an interest in Science. Now I am in my final year/semester of studies towards a Bachelor/Master of (This portion is optional, students under School of Health and Life Sciences can talk about their background and interest here, or they can also skip this one)

Education:

Master of
NORTH SOUTH UNIVERSITY
CGPA

Year
SEP 2017- PRESENT

Bachelor of
NORTH SOUTH UNIVERSITY
CGPA

SEP 2014- AUG 2017

A-Level
..... School
Grades: 1A*, 1A, 2B

2012-2014

(Other students will follow this particular format and write their educational background, Bangla medium, Dakhil Alim Students) YOU CAN ALSO ADD YOUR CGPA BESIDE YEAR Section at the very right side, 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)

Year

Name of the organization:
Designation:
Department:

Responsibilities: Try to be specific at the same time little elaborate, 2 to 3 lines. **DO NOT USE ONLY BULLET POINTS, DESCRIBE THE WORK, within 2, 3 lines**

Publications: (if you have any)

Title: Name of the Publication
Authors: Individual name or group participants' name
Journal/Conference: On which it was published/accepted
Status: Published/Accepted
Description:

Thesis/Project/Relative Course Work (if you want to mention or talk about your thesis/project, to show your analytical or any of the abilities.)

Course name:

Course Code:

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

Technical Skills

PRESENTATION AND DOCUMENTATION TOOLS: Microsoft PowerPoint, Microsoft Excel, Microsoft Word, EndNote etc.

DATA ANALYSIS SOFTWARE: SPSS/Epi Info/R/Epi Data etc. (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)

Soft Skills

Communication skills, Research design, Creative in thinking, Analytical ability, Decision making, Public Speaking, Leadership ability, Presentation skill, 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)**

Language Skills

Talk about languages other than English or Bangla/ you can also mention if you have good hold over English, here you can mention the language skills in typing if you want.

Training /Workshops

Mention the training and workshop 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.

Extracurricular 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 Public Health & Sciences 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
North South University Dhaka, Bangladesh
Email: xyz.xyz@northsouth.edu
Office Phone: 55668200, Ext: 1234

Mr. XYZ
Consultant
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!

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

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