[Name]

[Address (Area, City, Postal Code)] | [Email] | [Phone]

[LinkedIn/GitHub Links (if any)]

Professional Summary / Objective

A summary of your experience, key skills, and career goals. Describe yourself using the title to the job you are applying for and give details of your experience in the sector. Follow with a few lines (approximately three to five) which summarize what you have to offer in relation to the job, e.g. key skills and experience.

Education

BSc in Computer Science and Engineering, North South University   **20XX – 20XX**

Major: Artificial Intelligence

CGPA: 3.95

List school/college or diploma credentials in a format like the above, with HSC/A levels/SSC/O levels as the degree and your school/college name instead of NSU. Subject Area can be listed in place of Major.

(School/College information is usually only relevant if you're a recent graduate with no degree or work experience yet. Otherwise, it's better to focus on more recent and relevant accomplishments).

You can mention any recognition or achievements/ Awards you have received, professional or academic such as- tuition fee waivers, or any stipend you have received E.g.: 50% waivers from NSU Got talent pool scholarship, etc.

Work Experience / Internship Experience (if you have any)

[Company Name] | [Designation]   **20XX- Continuing**
- o   Include a brief description of your roles, responsibilities and achievements.
- o   Focus on specific contributions and technical/soft skills.

Skills

A concise list of technical and soft skills relevant to your field.
Group them (e.g., Programming Languages, Tools, Communication Skills).

Projects (If space is available)

[Project Title]
- o   Briefly Describe: What it was, were there any achievements, was it recognized (Include your project link here if you have uploaded it to GitHub/any other site).
- o   You can talk about the soft skills you had to demonstrate here such as communication with teammates, time management, problem solving, leadership, adaptability etc.
- o   You can mention the tools or frameworks used in the project

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 in your CV
7. Finish your CV within one page unless you have a long list of important publications, projects or many years of work experience & certifications.
8. Make it simple and formal
9. Always remember the post, organization, country context before writing up your CV.
10. Follow the reverse chronological order when listing education, work experience, projects and so on, recent one comes first.
11. You do not have to include your full address if you are posting the CV to a public platform or if you are not comfortable giving it. Including the city with the zip/postal code will be enough.
12. At the Project section, you are requested to mention your best 2 or 3 projects that will lead the employer to connect your abilities with the position they are looking for.

It is not mandatory to follow the same format and talk exactly the way mentioned in the SAMPLE CV, you are free to use the numerous templates with different designs available online however it is strongly recommended to follow the guidelines given here.

CPC is always available for final advice when creating your CV. Please visit the CPC office on the 5th Floor of the Admin Building for any queries.