

Name, Address (female candidates, 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!

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 to ensure benefit and mutual growth and success for the organization.**

Education Qualifications:

Degree Detail	Year	CGPA
Masters of Business Administration (MBA), Major in Human Resources Management North South University, Bashundhara, Dhaka 1229	2015-2018	3.5
Bachelor of Business Administration (BBA), Major in Human Resources Management North South University, Bashundhara, Dhaka 1229		
Higher Secondary Certificate (HSC) / A level Designated Institution Name		
Secondary School Certificate (SSC) / O level Designated Institution Name		

Academic Achievements: [THIS IS OPTIONAL]

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 Any)

Designation	Company Name	Department	Responsibilities	Year
Senior Executive	XYZ international Ltd	HRD	<ul style="list-style-type: none"> Maintain all administrative duties Maintain Petty Cash Employee Welfare etc. 	2015-continuing

Start with your recent job or internship experience. Use table by maintaining this format based on your experiences

Academic Projects: (if anything you want to mention)

Course Name:	Course Code:	Academics: BBA/MBA	Project Title & Brief Description

(Depending on the projects you will use the format of this table. As a fresher if you mention any of the course or project, at your CV, it will be beneficiary for you. Try to describe what you have learned, how you have done it, within two to three lines at the Project title section. Mentioning 2 to 3 projects will be good enough.)

Skills

Soft Skills	Brief Description
Communication Skills	Relate your skills to your project, assignments or any of the courses you have done so far
Analytical Ability Skills	(Try to use a bullet 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)
Leadership Skills	

Technical Skills	Specification			
	Beginner	Moderate	Intermediary	Excellent
MS WORD		✓		
MS EXCEL				✓
MS POWER POINT				✓

(DO specify if you are good enough/moderate, or excellent into these applications/software, specify if any attributes or function you are good at. Add if anything else you know, PLEASE DO NOT FALSIFY) also apart from mentioned skills if you know anything else, such as -photo-shop or graphics work.)

Language Skills	Specification		
	Reading	Writing	Speaking
English	Fluent	Fluent	Fluent
Bangla	Fluent	-----	Fluent

(Mention if you know any other languages, you can also mention your typing speed here, you can add a sole column or row for this at the same section)

Training & Workshops:

Name of the training & Workshop	About/ Topic	Year

(Name the training, write down what it was for at the about of topic section, mention year)

Extra-Curricular Activities

Any voluntary work, any club activities 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 arranged by the particular club, name that session, what it was for and explain your contribution there.

Hobbies or Interest

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

References:

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
9. Make it simple and formal
10. DO not use too 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 in 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 your abilities with the position they are looking for a suitable candidate.
- d. Always remember, the KEY of a good CV is the Mention Vacant Position [THE MENTIONED POSITION IN THE ADVERTISEMENTS] you are applying for.

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