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   Year

Bachelor of Science in Computer Science and Engineering | BSCS   2007-2011
NORTH SOUTH UNIVERSITY
BASHUNDHARA, DHAKA
CGPA: 3.64

A-Level
MASTERMIND SCHOOL
DHANMONDI, DHAKA
Grades: 1A*, 1A, 2B
(Follow this as per your educational qualification)

Achievements:

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)   Year

Company name: ABC   June 2015 – continuing
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

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 your critical projects, showcase your analytical or any other 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. Ways 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:
IF YOU WANT TO MENTION [try to include something interesting]

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: 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 ADVERTISENT] 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