

# CV/ Resume Profesional

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## ELEANOR FITZGERALD

### SENIOR DATA ANALYST

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123 Anywhere St., Any City

+123-456-7890

### SUMMARY

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### EXPERIENCE

#### INGOUDE COMPANY - ANY CITY

(January 2018 - present)

##### Senior Data Analyst

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#### THYNK UNLIMITED - ANY CITY

(January 2016 - January 2018)

##### Junior Data Analyst

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### EDUCATION

#### ARROWAI UNIVERSITY (2013 - 2015)

GPA 3.9

##### Bachelor of Statistics

### SERTIFICATION

- Operating Software
- Structured Query
- Language (SQL)
- Statistics
- Good communication skill
- Able to work in a team
- Great problem solving skill

# Official Government Letter

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MINISTRY OF FOREIGN AFFAIRS

Republic of Indonesia

Jakarta, July 1, 2025

To: The United Nations Development Programme (UNDP)

Example

# International Cooperation Proposal

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## PROJECT PROPOSAL

Title: Enhancing Coastal Resilience in Indonesia

Submitted to: The World Bank

Executive Summary: This proposal outlines a three-year plan to enhance the resilience of coastal communities in Indonesia through infrastructure development, early warning systems, and environmental restoration.

### Objectives:

- Strengthen coastal barriers and mangrove reforestation
- Develop community-based disaster preparedness programs
- Install early warning and monitoring systems

Budget: USD 25 million

Implementing Agency: Ministry of Environment and Forestry, Republic of Indonesia

Duration: 2026–2029

# Memorandum of Understanding (MoU)

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## MEMORANDUM OF UNDERSTANDING (MoU)

This MoU is made and entered into this 1st day of July, 2025, by and between the Ministry of Education of the Republic of Indonesia and The International Education Foundation.

Purpose: To establish a framework for cooperation in promoting international student exchange programs.

Objectives: Both parties agree to collaborate on academic exchange, joint research, and scholarships.

This MoU is non-binding and serves as a statement of mutual intentions.

Subject: Support Request for Coastal Resilience Program

Dear Sir/Madam,

The Government of Indonesia is seeking technical and financial assistance from UNDP to implement a national program on coastal resilience to climate change. Detailed proposals are attached.

We appreciate your attention to this matter and look forward to a fruitful collaboration.

Sincerely,

Dr. Andi Sudirman, Director General of International Cooperation

# Draft Contract International

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## INTERNATIONAL SERVICE AGREEMENT

This Agreement is made on this 1st day of July, 2025 between the Government of the Republic of Indonesia, hereinafter referred to as 'Client', and Global Development Solutions Ltd., a company incorporated under the laws of the United Kingdom, hereinafter referred to as 'Contractor'.

1. Scope of Work: Contractor agrees to provide consultancy services in the field of renewable energy policy and implementation.
2. Term: The term of this Agreement shall be from July 1, 2025 to December 31, 2025.
3. Payment: Client agrees to pay Contractor a total of USD 120,000, in accordance with the payment schedule in Annex A.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

# MEETING MINUTES

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Date: June 30, 2025

Time: 10:00 AM

Location: Conference Room A

Agenda:

1. Project Progress
2. Budget Update

Decisions Made:

- Extend deadline to August 15, 2025
- Increase marketing budget by 10%

Recorded by: Jonathan Lee

# COURSE SYLLABUS

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Course Title: Introduction to Environmental Studies

Semester: Fall 2025

Topics:

1. Climate Change
2. Ecosystems
3. Sustainable Development

Instructor: Dr. Maya Putri

# INVOICE TEMPLATE

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Company Name: [Your Company]

Address: [Address]

Invoice #: [0001]

Date: [Date]

Description: [Product/Service]

Amount: [USD]

Total Due: [USD]

Thank you for your business!

Example



# POLICY BRIEF

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Title: Climate-Resilient Infrastructure for Southeast Asia

Summary:

This brief outlines the urgent need for infrastructure that can withstand climate change. It recommends strategic investments in flood defense, green energy, and disaster-resistant public housing.

Prepared by: ASEAN Development Research Institute

# SERVICE AGREEMENT

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This agreement is entered into as of July 1, 2025 between the Indonesian Ministry of Health (Client) and Global MedTech Ltd. (Contractor).

Article 1 – Scope: Contractor shall provide 500 units of diagnostic kits.

Article 2 – Delivery: All goods must be delivered by August 30, 2025.

Article 3 – Payment: Total cost is USD 100,000 payable in two installments.

Signed:

Client Representative: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_

# OFFICIAL LETTER

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Jakarta, July 1, 2025

To: Director of International Affairs

Global Energy Forum

Subject: Invitation to Attend Energy Sustainability Summit

Dear Sir/Madam,

We are pleased to invite you to the upcoming Energy Sustainability Summit 2025 hosted by the Ministry of Energy of the Republic of Indonesia. The event will take place on August 10–12, 2025, in Jakarta.

Sincerely,

Dr. Andi Prasetya

Head of International Cooperation Department