

Sample of CV Format-1

CURRICULUM VITAE

OF

MAHMUDUL CHOWDHURY

Date of Birth : 2nd March 1989
Present Address : 33 Spelman House, Spelman Street,
London, E15LG
Mobile Number : 078286518255
Nationality : Bangladeshi
Marital Status : Single
Religion : Islam
Height : 6'5"
Weight : 65 kg
E-mail : mahmudul@gmail.com

Educational Qualifications

The Organization of Tourism and Hospitality Management
(Currently Studying)
London, UK.

MBA (Major in Marketing)
Dhaka University, Bangladesh.

BBA (Major in Marketing)
Dhaka University, Bangladesh.

Employment of date

2006-2007 : Customer service in Tate Modern (British Art Gallery).
2007 (Present) : College Admin (International College Cambridge)

Hobbies : Swimming, Reading, Traveling & Cricket.

Father's Name : Md. Harunur Rashid
Assistant Controller of Examinations
Dhaka University, Bangladesh.

Uncle's Name : Abul Kalam Azad
(Civil Engineer, Australia).

Mother's Name : Mst. Alaya Begum
(House Wife)

Sister's Name : Miss Umme Kulsum
(2nd Year Honours Student)

Brother's Name : Mohammad Iqbal Hossain
Studying in Electrical & Electronic Engineering
BUET, Dhaka, Bangladesh.

M. Imam Hossain
(Studying in Rajok School and College)

Home Address : ABAS VILA
Ramna Housing State
Dhaka, Bangladesh.

Signature

.....
(Mahmudul Chowdhury)

Sample of **CV Format-2**

Curriculum Vitae Of

Your Name

Your address

Mobile: 017xxxxxxx, 018xxxxxxx Home: 019xxxxxxx,

E-mail:

PROFESSIONAL OBJECTIVE	To obtained a standard job in any well-known organization where I can apply my creative skills and competency.
-----------------------------------	--

PERSONAL PRECISE	Full Name	
	Father's Name	
	Mother's Name	
	Mailing Address	
	Permanent Address	
	Date of Birth	
	Nationality	
	Marital Status	
	Religion	
	Home District	

ACADEMIC QUALIFICATION	Name of Degree	Board / University	Passing Year	GPA/Class
	M.A.			
	B.A. (Hon's)			
	HSC			
	SSC			

COMPUTER LITERACY	Major courses on computer completed	Successfully completed the course on “Certificate in Computer Application” from BCC (Bangladesh Computer Council).
--------------------------	-------------------------------------	--

LANGUAGE PROFICIENCY	Excellent communication skills in English and Bangla both written and verbal
-----------------------------	--

VALUE OFFERED	Having six years (1999-2005) cultural experience as an organizer in a leading cultural group of R.U. named “Bangladesh Gonoshipli Shangstha”, Rajshahi University Branch.
----------------------	---

REFERENCES	Name Designation Address: Phone: Mobile: E-mail:	Name Designation Address: Phone: Mobile: E-mail:
-------------------	--	--

Signature

.....
(Rokhsena Alam)

Sample of CV Format-3

Curriculum Vitae

OF

YOUR NAME

Present Position:

M.Sc.

Department of Genetics and Breeding

University of Rajshahi.

e-mail:

PROFESSIONAL OBJECTIVE	To obtained a standard job in any well-known organization where I can apply my creative skills and competency.
-------------------------------	--

PERSONAL	Full Name	
-----------------	-----------	--

PRECISE	Father's Name	
	Mother's Name	
	Mailing Address	C/O: Vill. Basudebpur, P.O.: Khangonj P.S.: Rajbari Sadar, Dist. Rajbari.
	Permanent Address	C/O: Vill. Basudebpur, P.O.: Khangonj P.S.: Rajbari Sadar, Dist. Rajbari.
	Date of Birth	6 September 1981
	Nationality	Bangladeshi by Birth
	Marital Status	Single
	Religion	Sanatan (Hindu)
	Home District	Rajbari

ACADEMIC QUALIFICATION	Name of Degree	Board/ University	Year of Examination	Division/Class
	B.Sc. (Honors) in Genetics & Breeding	University of Rajshahi	2002 (Exam. held in 2003)	First Class (4 th Position) with 62.56% marks
	H. S. C. (Rajbari Govt. College)	Dhaka Board	1998	1 st Division with 68.00%marks
	S. S. C. (Belgachhi A. Z. High School)	Dhaka Board	1996	1 st Division with 84.80% marks

COMPUTER LITERACY	Major courses on computer completed	Operating Systems: Windows-98, Applications: MS Word, MS Excel, Power Point and Internet Basics.
-------------------	-------------------------------------	--

LANGUAGE PROFICIENCY	Excellent communication skills in English and Bangla both written and verbal.
----------------------	---

RESEARCH EXPERIENCE	During B.Sc. (Honours) have one year research experience on yield and yield contributing characters of country bean [<i>Lablab purpureus</i> (L.) sweet] Supervised by- Apurba Kumar Roy, Assistant Professor, Department of Genetics and Breeding, University of Rajshahi.
---------------------	---

VALUE OFFERED	I am a debater of debate team of Genetics and Breeding Department as well as a debater of Shahid Ziaur Rahman Hall Debate team of Rajshahi University.
---------------	--

	Having six years (1999-2005) cultural experience as an organizer (cultural secretary and assistant general secretary) in a leading cultural group of R.U. named “Bangladesh Gonoshipli Shangstha”, Rajshahi University Branch.
	I have completed a cultural workshop organized by Rajshahi University Shanscritic Jote.
	I have worked as cultural secretary in two sessions and journal secretary in one session of Genetics and Breeding Sumity, Rajshahi University.

REFERENCES	Name Professor Dept. of Genetics & Breeding University of Rajshahi Rajshahi-6205 Cell Phone:
	Name Assistant Engineer Education Engineering Department Narail District Cell Phone:

Signature

.....
(Kumar Biswas)

Sample of **CV Format-4**

CURRICULUM VITAE

Of

Your Name

Your address

Mobile: 017xxxxxxx, 018xxxxxxx Home: 019xxxxxxx,

E-mail:

CAREER OBJECTIVE:

Looking for hard and Challenging Job where I will have the scope to utilize my potentiality, adaptability and skill to do something innovate and from where I will be able to enhance my knowledge.

EMPLOYMENT HISTORY:

1. Designation :
 Duration :
 Department :
 Division :
 Company Name :
 Company Location :

Duties / Responsibilities:

- Your job responsibilities
- Your job responsibilities
-
-

2. Designation :
 Duration :
 Department :
 Division :
 Company Name :
 Company Location :

Duties / Responsibilities:

- Your job responsibilities
- Your job responsibilities
-
-

ACADEMIC QUALIFICATIONS:

Exam. Name	Institute Name	Group / Subject	Board / University	Passing Year	GPA
M.Sc.					
B.Sc.(Hon's)					
H.S.C.					
S.S.C.					

COMPUTER SKILLS:

Operating System : Windows 98, XP and Seven.

Application Package : MS. Word, MS. Excel & MS. PowerPoint.

Graphics Design : Adobe Illustrator, Adobe Photoshop.

Database : MS. Access

Hardware : Computer Hardware Setup & Setting, Windows trouble shooting.

Professional Training/ Development program:

1. Spoken course at IELTS
- 2.
- 3.

PERSONAL INFORMATION:

Father Name's :
 Mother Name's :
 Permanent address :
 Date of Birth :
 Height :

Marital Status :
Religion :
Nationality :
Interest :

REFERENCES:

Name	Name
Designation	Designation
Department	Department
Organization	Organization
Phone:	Phone:
Mobile:	Mobile:
E-mail:	E-mail:
Address:	Address:

.....
Signature and Date

Sample of [Resume Format-5](#)

**Resume of
Your Name**

Your address
Mobile: 017xxxxxxx, 018xxxxxxx Home: 019xxxxxxx
E-mail:

Career Objective:

To build up career as an Executive in the Pharmaceutical Industries either in the national or in the multinational company, I would like to implement my knowledge, creativity and innovative thinking in this field.

Personal Details:

Name :
Father's Name :
Mother's Name :
Date of Birth :
Nationality :
Blood Group :
Marital Status :
Permanent address : Vill.

: P.O.
: P.S.
: District.

Educational Background:

Degree : M. Pharm.
Result : First Class
Institution : University of Rajshahi
Passing Year : 2010, held on 2011.

Degree : Bachelor of Pharmacy
Result : Second Class
Institution : University of Rajshahi
Passing Year : 2009, held on 2010.

Degree : HSC
Result : First Division
Institution : Taherpur College
Board : Jessore
Passing Year : 2005

Degree : SSC
Result : First Division
Institution : Hamirkutsha HM Ershad High School
Board : Jessore
Passing Year : 2003

Internship Training:

A four weeks in-plant training in “Opsonin Pharma Limited”.

Exhibition Proceedings:

December, 2010: Active performer in scientific exhibition arranged by Pharmacy Department during Golden Jubilee of Rajshahi University.

Membership:

Rajshahi University Pharmacy Association (RUPA)
Rajshahi University Newspaper Reader's Forum

Language Proficiency:

Bengali: Excellent in speaking, reading and writing

English: Excellent in speaking, reading and writing

Computer Skills:

MS. Office & Internet Browsing

Interest:

Reading novel and Humorous Story, Traveling, Watching Movies, Enjoying Music and Sports

Strength:

Hard working

Self-motivated, Enthusiastic and Punctual

Dynamic and creative in thinking

Sense of good organizational behavior

References:**Name**

Designation

Address:

Phone:

Mobile:

E-mail:

Name

Designation

Address:

Phone:

Mobile:

E-mail:

Signature

.....

(Md. Golam Mostafa)

Date:

Sample of [Resume Format-6](#)

RESUME

Of

MD. RASHEDUZZAMAN

E-mail :

<u>Contact Address:</u>	<u>Permanent Address:</u>

CAREER OBJECTIVES

My Aim is to face all the challenges with realistic professional spirit and make the career brilliant one. The professional may be belongs to any profession.

SUMMARY

Pro-active and oriented with diverse background in computer and communication. Strong team builder and facilitator, whose hands-on approach, personal integrating and reliable, consistently foster an atmosphere of credible relationship with the stakeholder.

COMPETENCIES

Team spirit: Team Player, Work well under pressure and exhibits excellent communication skills, Understanding of Group Dynamics etc.

LANGUAGE PROFICIENCY

Well conversant and fluent in writing and oral communication in English & Bengali.

COMPUTER LITERACY

- MS Word, MS Excel, MS Access, MS PowerPoint
- Internet Browsing

ACADEMIC QUALIFICATION

Name of Degree	Board / University	Year of Passing	C.G.P.A / Division	Total Marks (%) basis	Duration & Number of semester

PERSONAL DETAILS

Full Name :
Father's Name :
Mother's Name :
Permanent Address :
Date of Birth :
Nationality :

Religion :
Marital Status :
Sex :
Blood Group :
Home District :

REFERENCE

- | | |
|--|---|
| 1. Your Name
P.O. to Secretary
Ministry of Telecommunication
Mobile: | 2. Your Name
Assistant Director
PDB, Bogra.
Mobile: |
|--|---|

.....
(Md. Rasheduzzaman)