**<PHOTO>**

|  |
| --- |
| **Name(Given name, Sur name)**  Email address :  Mobile : |
| **• PROFILE** |
| Date of Birth : |
| Gender : |
| Home address : |
| **• EDUCATION** |
| *Starting Date – Date of Graduation*  *University , Location* |
| *Major , GPA (xx/4.5)* |
|  |
| **• WORK EXPERIENCE** |
| Work Period (Month, Year - Month, Year) |
| Department, Company Name , Location |
| Description : |
|  |
| **• ACTIVITIES** |
| Abroad experience : |
| Scholarship : |
| Award : |
| Volunteer experiences : |
| Etc: |
|  |

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| --- |
| **• SKILLS** |
| Language : (Test, Score, Acquire Date) |
| Computer Skills : |
| Other certificate : |
|  |
| **<Cover Letter >**  **Name**  **University & Major**  **Mobile**   |  | | --- | | *Please write your cover letter lets the company know what position you are applying for, why the employer should select you for an interview, and how you will follow-up. Mention specifically how your skills and experience match the job you are applying for.* | |