

An example of a CV

Name: Prithvii Prakash (Principal below)

Full address:

District, City

Phone :

Mobile :

E-mail :

Personal profile

A brief, summarized description of yourself

Ex. A highly responsible, energetic, and efficient self-motivated professional with 10+ years of experience in construction and as part of a team

Key skills

Your strengths

Particularly those relevant to the job you are applying for

- Excellent telephone manner
- Proven ability to lead a team
- Skilled in Windows
- Microsoft SQL
- Microsoft Office

Career History

Name of the Company and dates of employment

Job Title

Brief description of your duties and responsibilities

Brief description of what you achieved in this position

or

or

Name of the Company and dates of employment

Job Title

Brief description of your duties and responsibilities

Brief description of what you achieved in this position

or

or

Name of the Company and dates of employment

Job Title

Brief description of your duties. You do not have to be as specific about jobs you did some years ago

Education and Training

Starting with the highest, most recent OS/MS/HS-level qualification

Technical School, College, or University