

**Name** (Font Size 14 Bold)  
**Address**  
**Cell #, Res. # and E-mail**  
(Font Size-12 in all CV)



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**WORK EXPERIENCE**

**NAME OF COMPANY** (Bold Capitals)

June 15 2009 to July 30 2009

***Internee*** (Bold Italics)

(A brief description of what all you did during your internship – in case you interned, or held a job otherwise, delete work experience, and go straight to education)

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**EDUCATION**

	<b><u>CGPA/Grade</u></b>
<b>University:</b> MBA (Name of University & Majors in)	CGPA
<b>College:</b> BCS (Name of college & Majors in)	CGPA/Grade
<b>College:</b> HSC (Name of school)	Grade
<b>School:</b> SSC (Name of school)	Grade

**Honors / Achievements**

(If there are any honors and achievements, mention them here under this heading)

**Specialized Courses in MBA/BBA**

(The courses you have studied in MBA, mention them here under this heading)

**Major Projects and Reports**

(The report writing you did individually and with groups)

**Skills and Interests**

(Examples are below in bold)

**Sound Presentation skills**  
**Good Interpersonal and Problem Solving Skills**  
**Successful Team Player**  
**Enjoy Learning New things**  
**Proficient in MS-Office**  
**Reading Books and Articles**  
**Arranged Seminars** (If any mention here)

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**PERSONAL**

**Date of Birth:** Month date, Year  
**References:** Available on request