

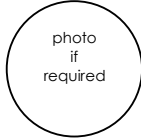
No need to include age, place of birth, ID #, weight, height, religion, family details, etc.

<FULL NAME>

<permanent address>

<contact details, such as cell phone, home phone, email>

If you have significant WORK EXPERIENCE, put it first then EDUCATION afterward.



## FUNCTIONAL RESUME

<OBJECTIVE STATEMENT, can serve as cover letter replacement, personalize it – describe yourself, your strength, what kind of job do you look for in a company, describe the Company's values that you like, state your job specialty/expertise if any>

- **Highlight** important info throughout your CV that you want Recruiter to focus, but don't highlight too many!
- Start from your LATEST experience (in chronological order) throughout your CV!
- Choose selected relevant experience, no need to share all your experiences, TAILOR it for different companies.

## EDUCATION

<UNIVERSITY, LOCATION>

<YEAR – GRAD DATE>

<Faculty, Major, Sub-Major or just state Degree granted>

- <state your GPA, thesis/research/final project title>
- <state relevant projects/courses you've finished, etc>
- <state academic-related achievements/honors, such as top graduates, highest GPA, etc>

- Just include **university level** and you may add your last education before that (**high school**)
- NO NEED to include informal courses, unless the skill is relevant to the job you applied.

## PROFESSIONAL SKILLS

### EXCELLENT LEADERSHIP SKILL

- <Company/Organization/Committee/Project Name, Location> <Start – End Date>  
<state your contribution and the results, use active words>
- **Head of Fund Raising Division – SBM ITB Cup** **June – December 2006**  
Led and motivated 25 members to successfully achieve 150% vs. original target and for the first time ever, gained profit of IDR 3 millions.
- **Asia Leadership Program – Bangkok** **January 2005**  
Selected as the only representative from Indonesia based on strong organization record and leadership potentials. Participated in various activities together with 50 other top students from 20 countries.

### GREAT INTERPERSONAL SKILLS

- **Corporate Secretary – SBM-ITB Integrated Business Experience** **August 2006 – present**  
**(1-year Entrepreneurial Challenge)**  
Administered all meetings and managed internal **communication** which resulted in 90% key meeting attendance rate and no significant internal miscommunication. Also contributed in selling activities, personally contributing 5% of the target vs. 2% of average non-sales people.
- **Consistently chosen as mediator among classmates whenever there is a disagreement** **2001 – present**

### VERY GOOD WRITING SKILLS

- **Editor in Chief, SBM-ITB Entrepreneurial Bulletin** **January 2007 – present**  
Ensure quality writing were published in the bulletin, had the authority to edit all articles submitted. Personally wrote 2 regular columns in the bulletin ('Editor Corner' and 'Entrepreneur of The Month').

**Language:** Native Indonesian. Fluent in English (IELTS 8.0). Fair knowledge in Japanese. <example>

**Computer:** MS Office, AutoCAD. Attended courses on video clip making and editing. <example>

- Start from the **latest experience**. Incl. internship, part-time, assistant, private tutoring jobs.
- Use **ACTIVE words** such as 'Led', 'Created', 'Developed', 'Deployed' vs. PASSIVE like 'My duties were', 'Participated in', etc.
- State **What You Have Contributed & What Are The Results**.

## HONORS/AWARDS

- <state your award, the occasion/who give the award> <Date >

- Incl. scholarship, extra-curricular achievement (e.g. Paskibraka), competition, election, etc

## PERSONAL INTERESTS

Enjoys reading, travelling, and swimming. Interested in sports, writing, and creative artwork. Courses on French, Mandarin, and Electone. Voluntary committee in religious activity. <example>

- May show that you have diverse interests, eager to learn new things, and your character in general.

Last Update: <Month/Year>