

Curriculum Vitae (CV)

Function: A tool to promote yourself



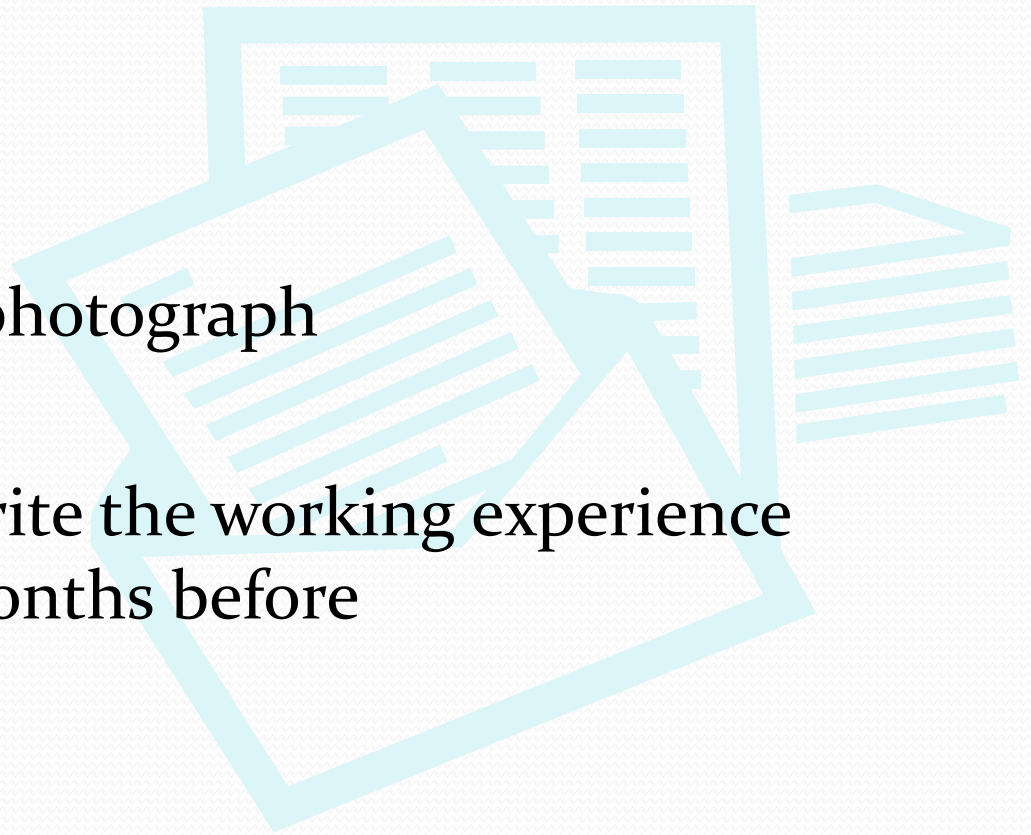
CV is contain of:

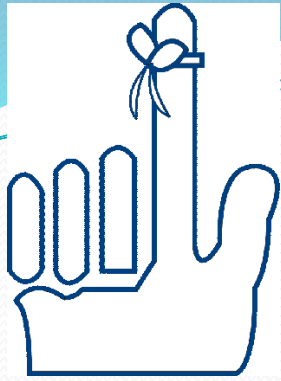
- Personal information
- Education background
- Working experiences
- Courses/ trainings
- Organization experiences
- Hobby and interest
- Special skills
- References



Important things:

- Detail
- Clearly
- The newest and best photograph
- Printed
- Its not necessary to write the working experience which more than 6 months before





Attention !

- Put more positive personal information
- Brief, effective and honest
- Relevance
- Not more than 2 pages
- Complete it with supporting documents
- References
- Write it chronologically
- Neatness, simplicity, accuracy, honesty

CV Example

Curriculum Vitae

Personal Information

Name : Florentina Putri
Sex : Perempuan
Place, Born date : Probolinggo, 5 Agustus 1979
Nationality : Indonesia
Matrial status : Menikah
Height, Weight : 165 cm, 53 kg
Health : Sangat Baik
Religion : Islam
Address : Perum Bojong Depok Baru 1, Blok ZT No.3, Cibinong 16913
Home and phone number : 021 - 87903802, HP = 0817 9854 203
E-mail : putri.flo@gmail.com

Education

1985 - 1991 : SD Gajahmada, Probolinggo
1991 - 1994 : SMP Negeri 1, Probolinggo
1994 - 1997 : SMU Negeri 1, Probolinggo
1997 - 2001 : Program Sarjana (S-1) Akuntansi Universitas Pancasila, Jakarta

Courses/Trainings

1998 - 1999 : Kursus Komputer dan Internet di Puskom Gilland Ganesha, Jakarta
1999 - 2002 : Kursus Bahasa Inggris di LBA Gilland Ganesha, Jakarta
2004 - 2004 : Kursus Pajak (Brevet A & B) di FAIUP, Jakarta

Skills

- Kemampuan Akuntansi dan Administrasi (Journal Printing & Calculation, Ledger, Petty Cash Payroll & Calculation, Inventory Controls, Project Data Updating, Teller, Salary Calculation).
- Sistem Perpajakan.
- Kemampuan Komputer (MS Word, MS Excel, MS Power Point, MS Access, MS Outlook).
- Kemampuan Internet.

Working Experiences

Bekerja di PT. Flamboyan Bumi Singo, Cibinong
Periode : Agustus 2001 - Januari 2008Desember 2007
Status : Pegawai Tetap
Posisi : Staf Akuntansi dan Perpajakan

Thank You

