

Curriculum Vitae

Srinivasa Sampleman

101 Sample street.
Fictiontown
City, state, India

Home phone: (000) .000.000
Mobile (000) .000.000
srinivasa.sampleman@emailprovider.com

Date of Birth: This is optional

Nationality: This is optional

Marital status: This is optional

Relocation: Available to relocate to specified regions

Photo

OBJECTIVE / SUMMARY

A short statement clearly defining your field of expertise and the type of jobs being sought.

EXPERIENCE

05/05-05/07

International Deep Sea Drilling Co.

Position title

Summary statement about the company indicating its business sector and sometimes its market position.

Tasks:

- Task one
- Task two
- Task three
- Task four

Accomplishments: Summary of notable results attained at this company. Most commonly this would include sales turnover, cost reductions, campaigns realized, projects completed or increases in section efficiency. It might also include special company awards.

01/02-09/05

Global Engineering Procurement Construction Inc.

Position title

Summary statement about the company indicating its business sector and sometimes its market position.

Tasks:

- Task one
- Task two
- Task three
- Task four

Accomplishments: Summary of notable results attained at this company. Most commonly this would include sales turnover, cost reductions, campaigns realized, projects completed or increases in section efficiency. It might also include special company awards.

Link to company website, or

Reference contact details, or

Simply left blank

Link to company website, or

Reference contact details, or

Simply left blank

01/98-01/02

Indian Oil and Gas conglomerates Ltd.

Position title

Summary statement about the company indicating its business sector and sometimes its market position.

Tasks:

- Task one
- Task two
- Task three
- Task four

Accomplishments: Summary of notable results attained at this company. Most commonly this would include sales turnover, cost reductions, campaigns realized, projects completed or increases in section efficiency. It might also include special company awards.

Link to company website, or

Reference contact details, or

Simply left blank

EDUCATION

Dates

University study including any degree/s attained

A summary of your field of study and any degrees attained.

For career-starters / graduates, this section will be more thoroughly detailed, with information regarding the diploma thesis, any foreign exchange semesters, and a summary of courses covered in the curriculum.

Dates

Vocational training

A summary of what was learned and at which company or career college the training was done

Dates

Notable in-house training which is relevant to the type of jobs for which you will be applying

This section can also include relevant home study or e-learning courses undertaken

SKILLS

- Business development and sales skills
- Administration and Accounting skills
- Creative skills
- Technical skill
- IT skills
- Languages spoken
- Management skills
- Customer relations skills
- General business skills
- People and other soft-skills
- Typing speed (wpm).