

<http://careers.jobstreet.co.id/job-search/curriculum-vitae-for-fresh-graduates>

## Curriculum Vitae for Fresh Graduates

by Ngeow Yeok Meng

### Content of Curriculum Vitae

#### Personal Particulars

- Full Name
- NRIC Number (old & new)
- Nationality
- Residential/Mailing Address
- Tel. No. (house & office)
- Age
- Date & Place of Birth
- Sex
- Marital Status
- Health Status
- Height & Weight
- Language Proficiency (spoken & written)

#### Educational Background

- Tertiary (years - university/college - degree)
- Secondary (years - schools - grade)
- Primary (years - school)

#### Training Experiences

- Practical and/or Industrial Training  
(duration - company - job description in detail - reference)
- Full-time & Part-time Jobs  
(only those relevant to this application)

#### Others

- Personal Traits (public relations, creativity, marketing skills, problem-solving, decision-making)
- Involvement in Extra Curriculum Activities
- Contribution in Social Services
- Non Academic Achievements
- Hobbies
- Talents or Special Interests
- Career Ambition
- Date Available for Employment

\* Roman number in front of each item can be omitted. Avoid stating expected salary at this early stage of application.

<http://articles.jobhouseghana.com/resume-cv-samples-templates-for-fresh-graduates-2013-2014/>

Resume / CV Samples / Templates for Fresh Graduates in 2013 / 2014

June 14, 2013 4 [Comments](#) by Admin

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Résumé or CV Sample for Fresh Graduates

You might not have a number of years of work experience as a fresh graduate. Besides, your career path might not be well chattered. Therefore you need a more general CV or resume. Consider this sample:

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

Name: Richard Dogbe

Email: paarichard@gmail.com

Phone: 024 000 000

### **PERSONAL SKILLS**

- Organisational and planning skills
- Proven leadership skills and ability to motivate
- Strong written and verbal communication skills
- Ability to work independently or as part of a team
- Computer literate (MS Word, Excel, Powerpoint, Internet, etc)

### **EDUCATION**

- University of Ghana, Legon (2009 – 2013)  
B.A. Information Studies and Political Science  
Telecommunications and Networks, Systems Analysis, Introduction to Computers, Basic Programming, Political Theory, Politics of Ghana, International Organizations, Public Policy and Public Administration

### **ACHIEVEMENTS/RESPONSIBILITIES**

- President, Bishop Herman Old Boys & Past Ola Girls Association (Legon Chapter)
- Editor, Akafo Hall Magazine (2012)
- Polling Agent, SRC Elections (2011)

### **INTERNSHIPS / VACATION WORK EXPERIENCE**

- June 2010 – Sept 2010 IndigensAfrique Co. Ltd., Accra – Office Asssitant  
Assisted with inventory control, handled telephone enquiries, filed customer accounts and general administrative work.
- June 2011 – Sept 2011 RLG Communications – Assistant Programmer  
Developed a customer database for the company, managed the official facebook page of the company, updated official website of the company regularly.

### **REFEREES:**

Prof. E. E. Badu

Dep't of Info. Studies

University of Ghana

Legon, Accra Accra

Phone: 0302 000 000

Mr. Richard Dogbe

General Manager

Indigens Afrique

Phone: 024 000 0000