

3x4 photo

* Suit
* Soft make
up

FULL NAME

Nationality – Marital Status – Age
Address
City – State – ZIP code
Telephone number (Home and Mobile)
* Don't insert your work phone

POSITION APPLIED

Inform the position you are subscribing for.

PROFESSIONAL EXPERIENCE

Describe your professional experiences.

Observe that you should insert at least your last 4 experiences, starting with the present work.

Insert period and dates.

EDUCATION BACKGROUND

Describe your education background

- * Post Graduating, MBA, Mastering...
- * BA degree
- * School

LANGUAGES

Describe the language you can speak

Please pay attention to lies, as you're going to be evaluated on the Hiring Process

Use the points: Fair, Good, Fluent

According to the classification above, describe you Written, Speaking and Comprehension levels.

OTHER COURSES / ACTIVITIES

Describe other courses you have which are important for the position applied.

Don't forget to insert the period (date it began and finished)

Specify the course and its objectives.

Yours Faithfully,

**Full Name
(Don't sign your CV)**

Observações:

- * Não faça um currículo extenso com mais de 2 páginas
- * Não é necessário elaborar um Carta de Apresentação
- * Seja objetivo, conciso, claro e direto
- * Lembre-se que tudo que escrever em seu currículo será analisado pelo entrevistador, por isso não coloque informações que não condizem com seu perfil