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| --- |
| **Name(Given name, Sur name)**Email address : Mobile :  |
| **• PROFILE** |
| Date of Birth : |
| Gender :  |
| Home address : |
| **• EDUCATION** |
| *Starting Date – Date of Graduation* *University , Location* |
| *Major , GPA (xx/4.5)* |
|  |
| **• WORK EXPERIENCE**  |
| Work Period (Month, Year - Month, Year)  |
| Department, Company Name , Location |
| Description :  |
|  |
| **• ACTIVITIES**  |
| Abroad experience :  |
| Scholarship : |
| Award : |
| Volunteer experiences : |
| Etc:  |
|  |

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| **• SKILLS** |
| Language : (Test, Score, Acquire Date) |
| Computer Skills :  |
| Other certificate :  |
|  |
| **<Cover Letter >****Name****University & Major****Mobile**

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| *Please write your cover letter lets the company know what position you are applying for, why the employer should select you for an interview, and how you will follow-up. Mention specifically how your skills and experience match the job you are applying for.* |

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