

- Your CV “sells” you to an interested employer / work placement host company.
- You need to show yourself in the strongest way.
- Don’t be shy, but always be honest about what you write.
- The company manager wants to be able to look at your cv and be able to fit you to a relevant project in their company. It is up to you to help them to do this.

This cv has some strong points to help you think about how to write yours.

CURRICULUM VITAE

Name: xxxxxxxx yyyyyy zzzzzz
Date of birth: March 11, 1983
Address: xxxxxx yyyyyy zzzzzz
Mobile: 55 123456789
Home Number: 55 123456789
Nationality: Brazilian
Email: student@theworld.com

Never include any information about parents or brothers and sisters, - some countries do this, but not UK – Employers are just interested in YOU

PERSONAL PROFILE

I have the ability in personal relationship and adaptation capacity, disposition to face challenges with determination and enthusiasm.

Would like to have an international civil engineering experience and improve my English skills.

(This is a good positive summary of your personality type and goal)

EDUCATION

(write the information with the most recent first)

1999 – 2002

Instituto Educacional João XXIII – Porto Alegre, Brazil.

Jan 2001 – Jun 2001

Milton High School – Massachusetts, USA.

Start in Mar 2001

Pontifical Catholic University - Faculty of Civil Engineering

Subjects included: Differential and Integral Calculus I, II and III; Analytical Geometry; Physics I, II and III; Structures Calculus I and II; Topography I and II; Resistance of Material I and II; Science of Materials; Engineering and Safety; Steel and Wood Structures I and II; Geology; Constructions Material I and II; Lab of Constructions Materials I and II; Mechanical of Fluids; Lab and Electricity; Roads I and II; Soil Mechanic I and II; Reinforced Concrete I and II; Environmental Engineering; Hydrology; Hydraulic Installations; Electrical Installations; Civil Constructions I and II; Urbanism; Roads Pavements; Water Treatment Station; Sewer Treatment Station.

(good to put as much detail as you can in the areas of your cv that is related to the type of work you want)

Note we are not interested in junior education, high school leaving cert can be put in if you like

EMPLOYMENT

(most recent first)

Jan 2005 - present

Dell Computers Brazil - Trainee Program

Supporting the daily operations of the site, planning and accompaniment of projects and works, elaboration of proclamations and accomplishment of competitions, accompaniment and evaluation of contract performance and auditor of 5s of the sector (Facilities Managements Department).

May 2004 – Dec 2004

Celta Enterprises and Telecommunications - Trainee Program

Dec 2003 – Apr 2004

Engemat – Technique Services of Engineering - Trainee Program

Laboratory Assistant, emitting axial compression certifying, making measurements, costumer attendance scheduling the technology control of the concrete and visiting buildings sites.

Also acted in the commercial department of the company dealing with costumers , elaboration of commercial proposals and visiting new constructions.

Elaborating drawings and projects in AutoCAD, visiting and supervising small Works and doing surveys for budgets elaborations.

*(Always put your most recent work / work experience first. Again, good detail in **relevant** areas. If you don't have work experience, then try to put as much detail as you can in eg **relevant** interests)*

IT SKILLS

AutoCAD – 2D

Windows XP

Office 2003: Word, Power Point, Excel, Outlook, Project, Visio.

Internet Explorer & Outlook Express

LANGUAGE SKILLS

English – Upper Intermediate spoken and written skills

Spanish – Good spoken skills

Portuguese – Mother tongue

INTERESTS

In my spare time, I like to go to the movies, go to the local beach and socialize with friends.

I also have a passionate interest in photography and develop my own photographs.

*(In this cv the interests are varied and **if relevant** could be expanded if you have no work experience)*