CURRICULUM VITAE (Format)

CONTACT DETAILS:

Full Name:

Communication Address:

Mobile No./ Landline No.:

Email 1: **Email 2:**

Date of Birth: DAY/MONTH/YEAR Example: 22/July/1990

Objective:

- ✓ Your name should be written in Caps and remember that you should mention Name as it appears in your Government ID.
- ✓ You should mention your current address in CV as it may benefit your application if you live close to your work place.
- ✓ Mention your personal mobile number or landline number in your CV.
- ✓ Mention your personal email address and make sure it looks like professional one.

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ACADEMICS:

UNIVERSITY / SCHOOL	YEAR OF PASSING	PERCENTAGE / CGPA
National Law University, Kolkata BA.LL.B (Hons.)	2013-2018	8.54 / 10
D.A.V. School 12th (Senior Secondary Examination) CBSE	2013	85%
D.A.V School 10th (Secondary Examination) CBSE	2011	9.8 /10

- ✓ Must follow the reverse chronological order as recent qualification should write first.
- ✓ Don't cite the Percentage/CGPA attained in all the semesters; write only the aggregate Percentage/CGPA.

PROFESSIONAL EXPERIENCE:

Legal Research Intern

Kapoor Animal rights Group (16/06/2017 – 28/07/2017)

- Performed research on case law in various animal abuse cases.
- Performed summary reports on the research for case attorneys.
- Met with prospective clients to explain the process at Kapoor Animal Rights Group.

Bullet list the work associated with your position and your main perperformance

- ✓ Begin with the most recent work and work backwards. List all subsequent entries in the same manner and include bullet points for main work, training and performance.

RESPONSIBILITIES AND ACHIEVEMENTS

- ✓ Mention all your personal accomplishments for example awards, leadership, won the competition, volunteering, participating in sporting events, etc.
- ✓ Do not include irrelevant accomplishments.
- ✓ Cite the most recent events first as they take priority.

QUALIFICATIONS AND ABILITIES

- ✓ Cite all your technical as well as learning skills like communication, leadership, time management, research, etc. that you have formulated throughout your career.
- ✓ You can add more description of your work for example workshops, seminars, etc., by adding Additional Work.
- ✓ It is not necessary to list publications or presentations on your CV for STOP purposes.
- ✓ Photos on the CV are not necessary

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