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DATA DIRI

Nama : Angga Wijayakusumah
Tempat, Tgl Lahir : Bandung, 16 Februari 1988
Jenis Kelamin : Laki-laki
Kewarganegaraan : Indonesia
Status : Belum Kawin
Alamat Sekarang : Komp budisari Jl. gerhana 2 RT 02/05
 Ciganitri, Kota Bandung 40215
Telephone : 08123456789
Email : anggawijaya@helpshared.com

PENDIDIKAN

1993 – 1998 SD Negeri 2, Mandiri 1 Tasikmalaya
 1998 – 2001 SMP Negeri 8, Tasikmalaya
 2001 – 2004 SMA Negeri 48, Sukarnohata Bandung
 2004 – 2007 Universitas Parahiangan Bandung, DIII Administrasi Bisnis

PENGALAMAN KERJA

Staf Administrasi - PT. BORMA Deptsrore 2009 – 2012
 Sebagai Staf Administrasi
Staf Manajemen - PT. SURYA GEMILANG 2012 – 2014
 Sebagai
Suervisor - PT. DERMA INSURANCE 2014 – 2016
 Sebagai

KEMAMPUAN

Komputerisasi
 Microsoft Office Word, Excel, Power Point, Access & Outlook
Depaul University
 Teknologi Informasi, Accounting Program, Corel Draw
Associate in Graphic Design
 Bahasa Indonesia (Aktif), Inggris (Pasif)

NAMA ANDA

Posisi Kerja



Tentang Saya

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Tempat, Tanggal Lahir : Jakarta, 24 Maret 1992 | Agama : Islam | Hobi : Membaca

SOFT SKILLS

- Jawa Kepemimpinan
- Komunikasi
- Kemampuan Analisa
- Kerjasama Tim
- Manajemen Waktu
- Disiplin

PENGALAMAN KERJA

Teller | April 2012 – Agustus 2014

Marketing | Januari 2011 – April 2012

Magang | September 2011 – November 2012

KEAHLIAN KOMPUTER

Microsoft Word	90%
Microsoft Excel	80%
Microsoft Power Point	95%

BAHASA

Inggris	(Aktif)
Jepang	(Pasif)
Belanda	(Pasif)

PFNDIKAN

Universitas Indonesia | 2006 – 2010
 Ekonomi Manajemen
 IPK 3.78 / 4.00

Riwayat Pendidikan

- SDN Lingsar Kabupaten Aceh Besar 1991 - 1998
- SMP Negeri 8 Tasikmalaya Kabupaten Aceh Besar 1999 - 2001
- SMA Negeri 48 Sukarnohata Kabupaten Aceh Besar 2002 - 2004
- Sejaya Ilmu Komunikasi, Universitas Syiah Kuala, Banda Aceh 2007 - 2012

Training dan Organisasi

Training

- Workshop Program Operasional yang diselenggarakan oleh Save the Children sebagai salah satu program Program Pusat Harapan Mahasiswa Aceh Besar (PPHMAA) dari tanggal 21 s.d 23 Mei 2009
- Manajemen Kepemimpinan yang diselenggarakan oleh Program Pusat Harapan Mahasiswa Aceh Besar (PPHMAA) pada tahun 2007

Organisasi

- Penulis Afil di Program Pusat Harapan Mahasiswa Aceh Besar (PPHMAA) pada tahun 2009 s.d 2010 sebagai ketua
- Penulis Afil di Badan Pemuda Pelajar dan Mahasiswa Lingsar (PPMML) pada tahun 2009 s.d 2011 sebagai sekretaris dan kemudian sebagai ketua
- Penulis kegiatan dengan Program Pusat Harapan Mahasiswa Aceh Besar (PPHMAA) pada tahun 2007 s.d 2010 sebagai anggota

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Kepada Yth,
 Manager Personalia
 Di Tempat

Hai, Salam Laman Kerja

Dengan hormat,
 Saya yang bertanda tangan dibawah ini :

Nama : Ade Muhibbussalam
 Jenis kelamin : Laki-Laki
 Tempat/Tgl Lahir : Kuningan, 22 Mei 1990
 Pendidikan : SMK
 Agama : Islam
 No telp/HP : 0888888888

Selaras dengan informasi dibukanya lowongan pekerjaan, maka dengan ini saya bermaksud untuk mengajukan lamaran.

Sebagai bahan pertimbangan dan melengkapi persyaratan lamaran, berikut saya lampirkan beberapa dokumen, berupa :

- Pas foto
- KTP
- NPWP
- Kartu kuning



Panduan & Cara Buat Resume



Cara buat cv lamaran kerja online. Cara buat cv lamaran pekerjaan. Cara buat cv lamaran kerja di hp. Cara buat cv lamaran kerja yang menarik. Cara buat cv lamaran kerja word. Cara buat cv lamaran di hp. Cara buat cv lamaran kerja di word. Cara buat cv lamaran kerja menarik.

Blank space can increase readability, and maintain reading the recruiter is its main objective. Checking orthography, grammatic and format. In this page, you can choose a design template that matches your VICE channel. Complete your personal data according to the available columns. Insert contacts The following information reference that must be provided is the reference contact column. After selecting the desired design, click Download CV. It is always recommended to quantify any achievement if possible. After that, complete all the personal data you need, from the name, the personal profile, the educational, the work experience, etc. Through this CV, HRD will first select to make it easier to evaluate and know the competence of the applicants. 3. The orthographic corrector will not be fixed "of what you really wanted to say" form ". The next is an easy way to make CV through Canva: Enter the Canvas page through of the link If you do not have an account in Canva, you can select the registration menu. Also Lee: so that the race of the race, this soft skill that must be possessed, said that The hard skill in CV is in fact an obligation. It also reads: 4 actions of social networks that produce many culhins, but make sure that they have never published things that violate law or Sara. The profile and scheme of life and His work experience is also illustrated in it, which is used as a reference for the company that will interview you. You have things to be proud, linked it in a clear and unregulated way. It is unlikely to fit A All the previous information in a single page, so the clear format is a need. Of course I use one was Clear and easy to read in an appropriate size. Write down the responsibilities and complexity of your work in Previously or related to the work you were requesting. At the last page, it simply makes a payment in agreement with the price that appears to be able to download your CV, the MainStays CV Maker platform to create the next line CV is CV Faker. In general, when you perform a CV, the content in it is as follows: Identity (full name, address, telephone number and email address) Education (Last Education, Mayors and Gifts) Personality (image Short from your own character). Skills (skills what you have) Projects and work experiences (things you have completed at work or previous prize that you have) the most recent training / training (training that has been followed by the last 2-3 years) Another information about you (hobbies, references or things that others relate to the work you are requesting) Try writing it briefly and clearly. Its bikincy can also make CV online through Bikin, it is only that this platform is a remunerated platform whose price has a price from 20RB. Do not leave big holes in your work history. Then revise it again. 4. How to make CV in Bikin: 2. Be sure to use the same rings, source and size at all. If possible, provide a reason for any space, for example, travel, maternity license or study. Adululance and / or transillatular the name of your university or colisturala, date of graduation and the tire of its degree (s). Thus, it is like: Enter the page click on "My CV" 2. Make sure any email address you provide is professional and appropriate. If your LinkedIn profile is accurate and up to date, you can also choose to include it in this section. To start Design CV, you can choose the curriculum Menu 4. If you are completely complete, do not forget to check so that I do not know Information. You can also o Remove the column according to your needs. Because, so his CV will also be more compliant. Choose a modern source and try tests with print on paper before sending it stops to explain again that the design of the good curriculum is the capture of the eyes, but it is still simple. Meanwhile, soft skills are the personality, personal attributes and the necessary communication skills to have success in a job. In addition, if the company you request is a multinational company. In this page, you are free to choose a design that suits your taste, and you can also see the price of each CV. Create a simple design but interesting that is the attraction of a CV in the HRD eye is a simple but it contains important information. After that, select "Next Step" 6. Your CV has been automatically saved on the computer. It can be difficult to give us credit for the things we have done well, but we did not cross the line doing things. Fill in personal data according to the available columns. Instead of writing, "he increased sales during this time," said the sales increased before: "Senior sales by 17% during this time." The good soft skill you have shows how you interact with the surrounding environment. Do not be afraid of blank space. Click on the desired designer section. The sources of 11 or 12 points are the most popular, however, it may be appropriate to increase or decrease slightly in certain situations. This does not need a title and is where you indicate your full name and contact details, including the address, the telephone number and the email address (ES). However, just include only the city and the country in the direction. You can also include your full postal direction if you prefer. But before choosing an interesting CV designer, make sure that the designer Understood by HRD of all ages. In the data data column, be sure to complete the "Bungku" "section with interesting sentences and able to describe you and your skills. There are several applications that you can use, from CoreDRAW, Photoshop, even applications that are Specifically for design cv. cc0-by / free-photos / pixabay your curriculum vitae (CV), or resume, is your personal ad and the possibility of getting a good first impression with a possible employer. It is no longer considered appropriate to include. Personal information, such as marital status, religion, age or ethnicity.IntroductionNext must be a form of introduction, career objectives or personal declaration. In the digital age as now, it can make CV in line easily cil and practice. After the photo is loaded and the personal data is completed, you can download your CV with the type of file you want (PDF, JPEG, PNG) in the File Type column, then click in download. The sources D And luxury look great on your personal projects, but do not present a professional image in your CV. For electronic versions, SANS-Serif styles do to facilitate reading: Arial, Helvetica and Calibri are popular Sans Serif Font Fonts.Font size is also important. Each position must appear in the list separately and include the following information: name of the company; His title of position; Employment duration: the month and the year started a month and the year that ended. If you are still currently employed, use the month and start a year to "Press" "Current"; A summary of the duties performed; and any remarkable achievement. The purpose of this reference contact is to provide important information from third parties related to the work competence that the company will provide. The most important thing is that the CV accommodates all the information that will be sent to the company that Application. Unfortunately there is no As you will want to highlight different experiences and skills for each particular role that you request. 8. Try to make your media social page more attractive. After that, you can complete the full information you need in the available columns, such as the work experience column, reference and experience. Do not use too basic sources like Times New Roman. Create a line cv has been confirmed the sophistication technology to facilitate almost all work and compliance with the needs of the community. After the basic data is completed, you can click on "Additional Information" to add formal education data. It is not recommended to go below 9 points or, above 14 points on the main body of its headers cv.use, bullet points and short sentences. For HRD to easily measure its capacity, whether it is really coinciding with the applied position or not. More from the reactivesswered.net can not be denied that the first step in order to work on a dream company should include Curriculum Vitae to HRD employees (Human Resources Development) to La Company with The one who is directed. In Canva, you can do many digital needs, such as posters, business cards, banners, cv, etc. If it is not necessary, you can click on "next step". It is unnecessary to include information from high school unless you did not attend college. However, there is nothing wrong with making the soft skill it selectively has. You must also provide volunteer positions or internships in this section. If you follow these tips, you can write a CV that stands out from the crowd and receives the proper attention of the recruiter. Often, CV that uses foreign languages is a special attraction for each company. D Canva Canva is a pillar for anyone who does not have a knowledge of design. One of the advantages of CV is more exclusive and is not the market. 7. You will find it somewhat and that could make a pregnant situation. Because, so HRD will be more capable of judging your additional staff. In order for the opportunity to work on your dream companion, you are getting bigger. According to Debra Wheatman of ready to write races, there are several things that should be considered when making CV, namely, the use of italics, bold and blocking that is used for the ethnicity and the selection of letters it uses. Include information on the work experience in the contents of the CV, write your work experience in detail. Explain clearly, in a prayer or two, why you are the best person for this particular work, or what experience has to offer. Work experiences your work experience in reverse chronological order, starting with your most recent or current position. Add the information on social networks, try inserting social networks at your CV, as Instagram, Facebook or Linkodnn accounts. Choose the design that suits your tastes and needs. Make sure to fill valid and complete data. There is a lot to travel in this first impression with up to 90% of the CV's are rejected by recruiters in the United States little as 8 seconds. Make upload your best photos by selecting the Load menu, then load media. Remember to only include information if relevant. Formatting the perfect length for a CV will argue whenever the earth becomes, however, the general consensus is around two pages. In the Profile column, you can complete the description column with a brief explanation of which is and when it is its strength, including the work experience or organization. To select the CV you want, click on the CV image. The orthographic corrector is excellent, but there are times when a word has been used correctly written in the place Add to add the soft skill that you are Basically, hard skills are the necessary capacity for a job. 6. For a highly qualified technical position, an additional page may be required. However, if you already have an account, select the Start Sesión menu. Shall, the CV you do can cause qualify to work on your dream companion! Maintain enthusiasm and good luck. Book! Your CV is ready to be distributed to HRD. However, before including the reference information, be sure to have requested permission to the person whose number appears as a reference, ¡h! Show your foreign language skills if you master foreign languages, try writing your CV using English. If you are printing your CV, the serif style sources are the most clear and easy to read, the new, Georgia and Gothic are serif style sources. 5. The correct way to make CV understand the contents of the CV first for you the new graduate that does not know how to make an interesting CV, it is good to understand what it must first be included in your CV. However, pay attention to the use of true and formal foreign grammatic, avoid using words from Argot, and still write with simple, but even understood by the reader. There are many online portals that allow you to make CV super fresh in an easy way, both paid and by free portals. After completing your information and work experience completely, you will be directed to the CV designer page. As for the examples of some soft skills, they are critical thinking, leadership, teamwork, negotiations and others. Following the following tips and advice will help you make a great first impression each time. Personal Informatonis The first section of your CV should always be your personal information. Therefore, what is the correct way to make an interesting CV in the HRD eye? This will only get your impression. Should include all the details of any training or additional study you have carried out if it is relevant to the position. Other sections: As required by the position requested, you may consider including some or all of the following: Certificates; Licenses; Publications; Honors or prizes; Technical skills; or other skills. It is more easier to update its latest achievements, certificates and training as they occur, instead of fighting to remember what they did and when it is requesting a position. It is not well to lie or exaggerate in your CV. However, you know, often the request letter does not carefully read the company and some even in demand for HRD because the quality of CV is less attractive. This is generally written in the Column requirements in a work vacancy and include in the CV. Also Lee: 5 tips to rise from the business error, the most complete information included, is more likely, interviews are also required by the company. Understanding what recruiters are looking at these crucial seconds will help you write a first class CV, which can help you move on to the next stage of the recruitment process. Take time to investigate your possible employer and adjust your CV to meet your requirements will be obvious to recruiters and can help you land an interview. ActA and precise maintains the current of your CV at all times. If you have any questions, ask another person to review it for you too. Well, here are 7 tips you can do as a reference when you will make a curriculum vitae. Also read: 8 ways to become a prospective employee, many fresh graduates also known to the new graduates of competing schools to make CV in a long time and as long as possible with the hope of glimpse by HRD. If necessary, mark a time. Weather.

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