

## Instructions to Complete Standard CV Format

A Standard CV Format suitable for undergraduates and fresh graduates is given in the 2<sup>nd</sup> page of this document. Please follow the given instructions to develop your CV and in applying for training or employment opportunities.

- Complete all the sections and information marked as 'XXXXXX' of the format with attention to detail and due care
- Use a recently taken and professional looking photograph
- Ensure your LinkedIn profile is up-to-date and content of this CV is in line with the LinkedIn profile. Click [here](#) to create a profile if you do not have one already
- **Career Objective:** Include a career objective / personal statement. Your Career Objective should consciously try and answer the following questions: **Who you are, what you can offer and what you aim for in your career.**
- **Academic Qualifications, Professional Qualifications and Employment History**
  - Details should be in descending chronological order (latest qualifications / employment should be on the top)
  - Include a few key / top line achievements
  - Do NOT include any generic details and wherever possible, demonstrate work success in practical ways
- **Extra-Curricular Activities:** Do not include generic details and memberships of societies and clubs. Need to demonstrate key Extra-Curricular Activities including outstanding and specific achievements
- **Special Skills:** Ensure these skills are specific to you and this should be in line with your 'Career Objective' statement
- Ensure that the footer includes your First Name and Surname

### Other Instructions

- Lengthy CVs especially at undergraduate / graduate level are NOT accepted. Your CV **should be NOT more than 1 page** or 2 pages as a maximum, **IF REALLY NECESSARY**
- Use a cover letter when the job advert specifically asks for the same
- When you apply for vacancies via email, please follow the below as a must
  - Always compose a new email instead of forwarding an old email
  - Email subject line must have an appropriate title which can be the name of the vacancy or as per instructions given in the job advert
  - Body of the email should have an appropriate and customized message to the recipient.
  - Ensure the attachment (CV) is properly attached to the message before sending
- Do a thorough spelling and grammar check in the CV, Cover letter, email subject line and email body / message.
- Delete this instructions page (Page 1) from your finalized CV. Rename the file name as 'CV\_ First Name Surname'

**Note:** We encourage the students to use available professional CV background designs (simple but professional) with good fonts (from MS Word) which will help you to stand out individually. You may enjoy the flexibility to customize the presentation of your CV keeping the basic elements given in this format.

### NSBM Career Guidance Unit

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Telephone: +94 (11) 544 5067 | Email: [careerguidance@nsbm.lk](mailto:careerguidance@nsbm.lk)

**Curriculum Vitae**  
**First Name Surname**

Address: No. XX, XXXXXXXXXXX, XXXXXXXXXXX, XXXXXXXXXXX, XXXXXXXXXXX.  
Mobile: 07X XXX XXXX | Home: 011 XXX XXXX | Email: [xxxxx.xxxxx@xmail.com](mailto:xxxxx.xxxxx@xmail.com)  
LinkedIn : <https://lk.linkedin.com/xxxxx>



**CAREER OBJECTIVE**

XXXXXXXXXX

**ACADEMIC QUALIFICATIONS**

Name of the Qualification  
*Name of the Institution / Year of Completion*

- Special Achievements / Project work done

**PROFESSIONAL QUALIFICATIONS**

Name of the Qualification  
*Name of the Institution / Year of Completion*

- Special Achievements / Project work done

**EMPLOYMENT HISTORY**

Company Name  
*Designation / Role / Duration / Year*

- Special Achievements and Recognitions related to Career

**EXTRA-CURRICULAR ACTIVITIES**

- XXXXXXX
- XXXXXXX

**SPECIAL SKILLS**

- XXXXXXX
- XXXXXXX

**PERSONAL PROFILE**

- Full Name: XXXXXXXXXXX XXXXXXXXXXX XXXXXXXXXXX XXXXXXXXXXX XXXXXXXXXXX
- Date of Birth: DD / MM / YYYY
- Civil Status: Married
- Nationality: Sri Lankan

**NON-RELATED REFEREES**

<b>Prof. / Dr. / Mr. / Ms. XXXXXX XXXXXXXX</b> Designation Full Name of the Company / Organization Full Address Mobile: 07X XXX XXXX Email: <a href="mailto:xxxxxx@xxxx.com">xxxxxx@xxxx.com</a>	<b>Prof. / Dr. / Mr. / Ms. XXXXXX XXXXXXXX</b> Designation Full Name of the Company / Organization Full Address Mobile: 07X XXX XXXX Email: <a href="mailto:xxxxxx@xxxx.com">xxxxxx@xxxx.com</a>
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