

CURRICULUM VITAE
(CV Sample for Intern)

NICHOLAS ANDERSON (*full name*)

Date of Birth : Home Address:
 Place of Birth:
 Gender :
 Religion :
 Civil Status : Phone No. :
 Mobile No. : (62)
 : (62) Permanent Address (per ID):
 E. mail :

 Phone No.:

Educational Background

2008 – Present: Bachelor Degree in Communication Studies
 Graduate School of Communication- The London School of Public Relations
 2003 – 2007 : High School
 SMU....., Jakarta

Work Experience

- ❖ Jan. – Dec. 2012 : Crowne Plaza Jakarta Hotel
 - Positions : Sales Coordinator (daily worker)
 - Responsibilities : - Prepare all the administrations documents required by the hotel sales team
 - Attend to telephone, fax, email for the sales department
 - Attend Morning Sales Briefing then make a Minutes of Sales Briefing
 - etc.
 - Achievement :

- ❖ June – Dec 2011 : PT Mitra Adiperkasa, Tbk
 - Position : Marketing Coordinator
 - Responsibilities :
 - Achievement :

Training/ Seminar / Workshop

December 2012 : Training on Personality Development
Organized by Career Centre – LSPR
February 2012 : Training on Interpersonal Skill
Organized by Career Centre - LSPR
July 2012 : Seminar On Presentation Skill
Organized by Career Centre - LSPR
June 2011 : Workshop on How to write Article

Skills

Computer skills : Microsoft Office. Excel, Photoshop, Macintosh, etc.
Languages spoken : Indonesia, English, German.
Other skills :
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Other Achievements

- 2nd Winner of “Presenting Ideas Competition” held by British Council 2003
- Finalist of held by 2000
- International Certificate of LCCI in Business for English, Passed with Distinction
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Jakarta,, 2020

(Name)

(Signature)

Cn:cec/f-cv intern/03/ikb/03/2020/00