

Paper Size / Layout	: A4
Font	: Trebuchet MS 10
Margin kiri-kanan-atas-bawah	: 0.79 inch atau 0.79"
Penulisan waktu	: rata kanan
Spasi	: 1/Single
Line Spacing Option	: Before & After = 0 pt
Format CV	: CHRONOLOGICAL RESUME (pekerjaan dan pendidikan yang terbaru/ terakhir ditempatkan di bagian paling atas, diikuti dengan yang sebelumnya dengan urutan terbalik (mulai dari yang paling akhir, sampai dengan paling awal)

INSTITUT TEKNOLOGI HARAPAN BANGSA

Bandung, Indonesia

Sarjana Sistem Informasi. Concentration: Business Analysis

GPA 3.26

(rata kanan)
September 20XX

Certiplus Program

at ITHB Career Resource Center

Completed a series of professional training in computer, communication, java mobile*/ simply accounting*, leadership, entrepreneurship and career planning skills

December 20XX

*Keterangan *: hapus training yang tidak diikuti*

SAP University Alliance Program

at ITHB Career Resource Center

Completed the Business Process Integration with SAP S/4HANA

Completed the SAP S/4HANA Configuration

Completed the SAP Introduction to S/4HANA using Global Bike

July 20XX
November 20XX
April 20XX

Jika lulus ujian sertifikasi SAP TS410 di PT SAP Indonesia:

SAP Certified Application Associate - Business Process Integration with SAP S/4HANA

.....

CISCO Networking Academy

at ITHB Career Resource Center

Completed the CCNA: Switching, Routing, and Wireless Essentials

Completed the CCNA: Introduction to Networks

December 20XX
December 20XX

ORACLE Academy

at ITHB Career Resource Center

Completed the Oracle Database Foundations

.....

AWS Academy

at ITHB Career Resource Center

Completed the AWS Academy Cloud Foundations (ACF)

.....

Jika lulus ujian sertifikasi ACF via Pearson Vue:

Certified the AWS Cloud Practitioner

Validation Number: XXXXXXXXXXXX

Jika lulus exam ACCA di ITHB (masukkan periode lulus Integrated Accounting II):

Association of Chartered Certified Accountants

at ITHB Career Resource Center

Completed the ACCA F3 Financial Accounting

.....

Jika lulus exam ACCA di Unpar:

Association of Chartered Certified Accountants

at ITHB Career Resource Center

ACCA Advanced Diploma in Accounting and Business

Certificate number: 344XXXXXXXXX

.....

Adobe Certified Professional

at ITHB Career Resource Center
ACP in Visual Design using Adobe Photoshop
Credential Identification Code: nA5x-DxxX

.....

Adobe Certified Professional

at ITHB Career Resource Center
ACP in Graphic Design & Illustration using Adobe Illustrator
Credential Identification Code: nA5x-DxxX

.....

Adobe Certified Professional

at ITHB Career Resource Center
ACP in Digital Video using Adobe Premiere Pro
Credential Identification Code: nA5x-DxxX

.....

Adobe Certified Professional

at ITHB Career Resource Center
ACP in Visual Effects & Motion Graphics using Adobe After Effects
Credential Identification Code: nA5x-DxxX

.....

Jika lulus remedial Adobe di ITHB:

Visual Communication Proficiency

at ITHB Career Resource Center
Completed the ACA Training in Visual Communication using Adobe Photoshop

.....

Certification of Professional Supply Chain and Logistician

at ITHB Career Resource Center
Completed the CSLS - Certified Supply Chain and Logistics Specialist

.....

Panduan Langkah Penulisan dan Perbaikan CV TA & Yudisium:

Lihat contoh CV yang benar di dalam modul P3 Career Planning, hlm 68 !

Ikuti langkah berikut untuk mengupdate CV Anda.

1. Cek format penulisan : font, margin, spasi, ukuran kertas, rata kiri, rata kanan (lihat Format Penulisan CV di halaman 1)
2. Cek pasfoto sesuai ketentuan : pakaian formal sesuai ketentuan pasfoto ijazah (baca Ketentuan Pasfoto Ijazah_untuk CV.jpg), hasil foto tampak jelas, tidak blur dan tidak gelap.
3. Cek penulisan Contact Information : data diri dengan alamat rumah (KTP), bukan kos. Email yang dicantumkan adalah email pribadi, bukan email itbh.
4. Cek penulisan Employment Objective :
 - A. Ingin berkarir di industri?
 - B. Khususnya dalam bidang ?
 - C. Dengan menggunakan secara maksimal kemampuan soft skill dan hard skill ?
“A career in [A], specifically in the area(s) of [B], that will optimally utilize [C] “
5. Cek penulisan Education :
 - [strata] [program studi] → **Sarjana Sistem Informasi**, bukan ~~Sarjana Teknik~~, ataupun ~~Sarjana Teknik Sistem Informasi~~.
 - Chronological Resume: pendidikan terbaru/terakhir ditempatkan di bagian paling atas, diikuti dengan pendidikan sebelumnya dengan urutan terbalik (mulai dari yang paling akhir, sampai dengan pendidikan paling awal).
 - Penulisan Certipus dan sertifikasi sesuai petunjuk di Format Penulisan CV di halaman 1.
6. Cek penulisan Experience:

Format penulisan Experience harus lengkap!

- Chronological Resume : pekerjaan terbaru/terakhir ditempatkan di bagian paling atas, diikuti dengan pekerjaan sebelumnya dengan urutan terbalik (mulai dari yang paling akhir, sampai dengan pekerjaan paling awal)
- Jika ada pengalaman organisasi di bagian Experience (biasanya jika mahasiswa mengupdate dari Tugas CV P3), pindahkan pengalaman organisasi ke Additional Information (lihat langkah no 7)
- Berikut format penulisan pengalaman kerja (perhatikan mana yang bold, italic, underline):

Nama Perusahaan, Nama Kota

rentang waktu

Penjelasan singkat company profile meliputi jenis/bidang usaha dan scope/ukuran perusahaan.

Jabatan/Posisi

Past
Tense!

Scoping Statement/ Job Description secara umum

- Achievement / kontribusi yang telah dilakukan untuk menyelesaikan job desc / job desc detail / langkah-langkah yang telah dilakukan untuk menyelesaikan job desc

Perhatian:

Lihat penulisan pengalaman kerja praktek / intern di contoh CV dalam modul P3 Career Planning hlm 68 !

7. Cek Additional Information :

- Diawali dengan informasi hard skill (technology lain yang Anda kuasai selain yang telah ditulis dalam Education)
- Diikuti dengan informasi keikutsertaan seminar, kepanitiaan dalam berorganisasi, TOEFL
- Format penulisan informasi kepanitiaan dalam berorganisasi:
Jabatan of/for Nama Organisasi/Event (masa jabatan); penjelasan singkat organisasi/event; salah satu achievement atau job desc → dalam Past Tense

Contoh:

- Treasurer of ITHB Informatics Engineering Community (2021 - 2024); an ITHB Informatics Engineering student organization which facilitates student's creativity, IT skills and holds various community and social activities; managed in raising fund for "A" charity events and donated them to Yayasan Yatim Piatu "C"
- Assistant Lecturer in ITHB (2022-2023) for Web Programming and Data Mining subjects, taught for 3 batches with 20 students for each batch
- Member of ITHB Persekutuan Mahasiswa Harapan Bangsa (2021-2024); PMHB is a Christian Fridays service for all ITHB Christian students
- Chief of Outbound Inauguration (2019); an ITHB annual outdoor activity for all ITHB new students to improve them with good characters, confidence and independent; organized and supervised all the committees during event preparation and execution
- Participant in Elexcurtion Writing Contest (2021); Elexcurtion is a science paper writing contest about developing technology for a smart environment for high schools and college student.
- Participant in the CEO TALK "Unlocking the Digital Ecosystem in Indonesia" (February 2022); with guest speaker Mr. Harry Dharma Setiawan - Chief Operating Officer, PT. Digdaya Duta Digital (DensTV).
- Chief Manager of ITHB Jog-a-Thon: Run for Charity (April 2019); an ITHB annual charity event attended by more than 300 participants who collected donation by jogging to be donated to the victims of Mount Sinabung's eruption; collected 25 million rupiah of donation and implemented automatic running result system using RFID tags and Android application to record runners' laps which was going to be used on the next Jog-a-Thon event
- Was awarded the Rector scholarship for five semesters and nominated for the Dean's List for three semesters due to outstanding academic performance
- Achieved TOEFL Test Score (2023): 515

8. Periksa kembali tenses Anda, penempatan vocabulary, penulisan kalimat, struktur kalimat Anda dalam Bahasa Inggris. Jangan mengandalkan Google Translate !

Minta bantuan pengecekan Bahasa Inggris dari teman Anda.

9. Save dengan nama file : **NIM-Nama.docx (max file 200kb)**

10. Kirimkan ke **email Dosen Pembimbing CV program studi Anda.**