

FULL NAME

City, Province, Country | +62 8XXXXXXXXX
xxxxxxxxx@gmail.com | www.linkedin.com/in/username

SUMMARY

Professional with a strong interest in [key field/role] and [supporting skills]. Experienced in [core responsibilities], [tools/systems], and [relevant processes]. Possess strong **problem-solving, adaptability, and teamwork skills**, with a proven ability to support operational efficiency and continuous improvement. Motivated to grow and contribute value in a dynamic work environment.

EDUCATION

UNIVERSITY NAME — City, Province, Country

Degree Program / Major

(Month Year – Month Year)

- GPA: X.XX/4.00
- Relevant Coursework:** Course 1 | Course 2 | Course 3 | Course 4 | Course 5
- Final Project / Thesis:** Title of thesis or final project (optional)
- Achievements (optional):** Awards, competitions, scholarships, speaker experience, etc.

PROFESSIONAL EXPERIENCE

COMPANY NAME — City, Province, Country

Job Title | Department

(Month Year – Month Year)

- Managed [quantifiable task], resulting in [measurable impact].
- Coordinated [process/project] to improve [efficiency/accuracy/compliance] by X%.
- Utilized [tools/software/systems] to support daily operations.
- Collaborated with [teams/stakeholders] to achieve [outcomes].

COMPANY NAME — City, Province, Country

Job Title | Department

(Month Year – Month Year)

- Assisted in [responsibility], supporting [team/department goals].
- Maintained [records/assets/data] with high accuracy.
- Prepared [reports/documentation] for internal use.

CERTIFICATION AND TRAINING (OPTIONAL)

- Certification Name** — Issuing Organization (Year)
- Certification Name** — Issuing Organization (Year)

ACHIEVEMENT PROJECT (OPTIONAL)

PROJECT TITLE — Project Type (Research / Case Study / Competition)

(Month Year – Month Year)

- Brief description of the project and its objective.
- Key achievement or outcome (award, impact, publication, implementation).
- Funding, stakeholders, or recognition received (if applicable).

LEADERSHIP EXPERIENCES

ORGANIZATION NAME — City, Province, Country

Role / Division

(Month Year – Month Year)

- Led [team/initiative] to achieve [specific outcome].
- Organized [events/programs] involving [number] participants.
- Developed [skills/processes] that improved [results/efficiency].

SKILL AND ADDITIONAL INFORMATION

- Technical Skills:** Skill 1 | Skill 2 | Skill 3 | Skill 4
- Software & Tools:** Microsoft Office | Google Workspace | [Other tools]
- Soft Skills:** Communication | Problem Solving | Time Management | Adaptability
- Languages:** Language (Level)

CAREER TOOLKIT – Job Application Tracker

Job Application Tracker ini dirancang untuk membantu pencari kerja mengelola proses melamar secara **terstruktur dan terorganisir**, mulai dari pencatatan lowongan, pemantauan status lamaran, hingga persiapan follow-up. Cocok digunakan bersamaan dengan CV untuk membantu meningkatkan peluang dipanggil interview.

Benefits

- ✓ Mencatat seluruh lamaran kerja dalam satu tempat
- ✓ Memantau status lamaran: *applied, interview, follow-up, rejected*
- ✓ Membantu evaluasi dan perbaikan strategi melamar kerja
- ✓ Menghindari apply berulang ke posisi atau perusahaan yang sama
- ✓ Membantu lebih siap dan percaya diri saat dihubungi HR

Isi Career Toolkit

- Job Application Tracker
- Database Job Portal & Company List
- Interview Preparation Sheet
- CV & Portfolio Checklist
- Daaaaan masih banyak lagi

Untuk versi lengkapnya, cek link di bio pilih yang :

“GOALS & CAREER TRACKER (Complete Bundle for Job Seekers)”

[illegible]