



1. **PHOTO:** Here is picture sample that you MUST need to follow. Put smile on your face and take a picture in white background same as like in the sample ([please take a high-quality picture](#))



2. **How to Write a CV Bio:** (400-550 Character-With Space)

- Recent working area
- Years of experience
- Expertise area
- Aim/Career progression
- Major achievement in life
- Personality

3. **EXPERIENCES:** Please give maximum last 5 year's experience. (Designation, Name of The organization, Service Period. E.G: Jan 2021 - Continuing / Mar 2020 - Sep 2020)
4. **EDUCATION:** You have to add last Educational Qualifications. (Degree, Institute, Group, Passing Year)
5. **TRAININGS AND ACHIEVEMENTS:** Add your achievements and trainings inside the dedicated boxes.
6. **TECHNICAL SKILLS:** Update your technical skills accordingly and give the priorities for the order you want to see them in CV.
7. **PROJECTS:**

Project details should be like this pattern

- **Project name:** Name of the project.
- **Technical Responsibilities:** Here you have to write down your responsibilities for that particular project (**70/120 Character- With Space**)
- **Technology Used:** Write down the technologies you used in the project.
- **Project link:** If there is any shareable link please provide
- **Project Duration:** Must include your project start and end date like. (**Jan 2020 - Continuing/Jan 2020 - May 2020**)
- **Short Description:** Here you have to describe the project in details with (**250-400 Character-With Space**)

[P.S: You must log into your CV site account with your official email and use the password mentioned in the email.]

Follow the link below for tutorial video:

https://brainstation0365-my.sharepoint.com/:v/g/personal/shihabul_kamal_brainstation-23_com/ESwzQdE8ctVCikGH4mvQYUMBIEXiLe3EHT-S8J0j4EoL4A?e=L0GOFI