**Full Name**

Nationality, Marital Status, Number of children

Date of Birth: MM/DD/YYYY

Address: Neighbourhood - City

Phone: Personal number

E-mail: Personal e-mail address

LinkedIn: Fill out with your LinkedIn link

Data referring to the date of birth, marital status, number of children and address are **optional;**

. Do not put a photo, neither a “Career Objective”.

. Do not put your full address, just the neighbourhood and the city.

**Summary of Qualifications**

* Describe the main technical qualifications, embracing the financial disciplines in which you have a greater knowledge, in which sectors of the economy you have worked, the themes of the main projects that you were part of, certifications and international work experience;
* Describe the main technical qualifications, embracing the financial disciplines in which you have a greater knowledge, in which sectors of the economy you have worked, the themes of the main projects that you were part of, certifications and international work experience;
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* Describe the main technical qualifications, embracing the financial disciplines in which you have a greater knowledge, in which sectors of the economy you have worked, the themes of the main projects that you were part of, certifications and international work experience.

. Do not mention aspects of your behavioural profile;

. This subdivision is not obligatory, it can be removed if you prefer.

**Education**

* MBA in Course name – College Name (finished in MM/YYYY);
* Postgraduate in Course name – College Name (finished in MM/YYYY);
* Degree in Course name – College name (finished in MM/YYYY);

. Add other information if there is more;

. Place in the order from the most recent to the oldest;

. Do not put the high school education;

. Do not put short courses.

**Languages**

* English – Intermediate/Advanced/Fluent;
* Spanish – Intermediate/Advanced/Fluent.

. Choose only one level for each language;

. Add or remove languages if necessary;

. Do not put “Portuguese” (except for foreign candidates or international positions);

. Do not put any language whose level is “basic”.

**Professional Experience**

**Company Name D (Dates from - to the moment)**

**Job Title**

* Description of activities and the scope of the function, with as much detail as possible;
* Description of activities and the scope of the function, with as much detail as possible;
* Highlight the size of your work team (direct or indirect) e to whom it directly reports.

Main Projects / Achievements:

* Describe the most relevant projects that you were part of, as well as the result from the action you took;
* Describe the most relevant projects that you were part of, as well as the result from the action you took.

**Company Name C (Dates from – To)**

**Job Title**

* Description of activities and the scope of the function, with as much detail as possible;
* Description of activities and the scope of the function, with as much detail as possible;
* Highlight the size of your work team (direct or indirect) e to whom it directly reports.

Main Projects / Achievements / Prizes:

* Describe the most relevant projects that you were part of, as well as the result from the action you took;
* Describe the most relevant projects that you were part of, as well as the result from the action you took.

. If you held only one position in the company, do not need to put the period next to “Job Title”, just in the title next to the company name.

**Company Name B (Dates from – To)**

**Job Title 3 (Dates from – To)**

* Description of activities and the scope of the function, with as much detail as possible;
* Description of activities and the scope of the function, with as much detail as possible;
* Highlight the size of your work team (direct or indirect) e to whom it directly reports.

Main Projects / Achievements / Prizes:

* Describe the most relevant projects that you were part of, as well as the result from the action you took;
* Describe the most relevant projects that you were part of, as well as the result from the action you took.

**Job Title 2 (Dates from – To)**

* Description of activities and the scope of the function, with as much detail as possible;
* Description of activities and the scope of the function, with as much detail as possible;
* Highlight the size of your work team (direct or indirect) e to whom it directly reports.

Main Projects / Achievements / Prizes:

* Describe the most relevant projects that you were part of, as well as the result from the action you took;
* Describe the most relevant projects that you were part of, as well as the result from the action you took.
* Highlight the size of your work team (direct or indirect) e to whom it directly reports.

**Job Title 1 (Dates from – To)**

* Description of activities and the scope of the function, with as much detail as possible;

Main Projects / Achievements / Prizes:

* Describe the most relevant projects that you were part of, as well as the result from the action you took;
* Describe the most relevant projects that you were part of, as well as the result from the action you took.
* Highlight the size of your work team (direct or indirect) e to whom it directly reports.

**Company Name A (Dates from – To)**

**Analyst / Assistant / Intern**

* Brief description of activities and the scope of the function.

. Next to the company name, you must put the total period you stayed in the company, highlighting the month and year of the start and end date in each position that you held;

. The description of the department and size of the company are facultative and, if inserted, should not take up much space;

. Older and less senior experiences (e.g.: Analyst, Assistant, Intern) can be merely listed, but not too much space should be invested in describing them (see “Company A”).

**Technology Skills**

* Name of ERPs / BIs / technologic tools – describe them in case you have been a Key-user or participated in the implementation, making clearly in which company you have used them;
* If you have extensive knowledge of Excel, highlight them (e.g.: VBA);
* If you have extensive knowledge in programming, highlight them (e.g.: R Language, Phyton).

. Do not put knowledge on Internet or Office.

**International Experience**

* Course in which language or discipline at School name – City / Country (Length: X Months– Dates from - to);
* Academic Exchange in Course name at School name – City/ Country (Length: X Months– Dates from - to).

. Add other experiences if there is more. In case you do not have any international experience, remove this subdivision.

**Certificates and Complementary Courses**

* Certificates (e.g.: CRC, OAB etc.);
* Course name – Educational Institution (Length / Year);
* Course name – Instituição de Ensino (Length / Year);
* Course name – Instituição de Ensino (Length / Year).

. Add other certificates or courses if there is more. In case you do not have any course or certificate, remove this subdivision.

. Do not put too short courses or taken a long time ago.

**Other Information**

* Describe any other information that is not highlighted above, and which is relevant, such as prizes or gained recognition.

. Do not put hobbies, neither “smoker” or “non-smoker”.

**General Instructions for filling out:**

1. Fill out the words in red and then change their colour to black;
2. Do not erase the words that are already in black;
3. Delete the comments in blue;
4. Correct the spacing between the subdivisions;
5. Erase the subdivisions that do not correspond to your profile;
6. Keep the justified texts.