

Application

Résumé / CV



Résumé / CV - Personal data

English

First Name

The given name of the applicant

Portuguese

Primeiro Nome

Surname

The family or last name of an applicant

Sobrenome

Date of Birth

The date and year the applicant was born

Data de Nascimento

Place of Birth

The name of the place the applicant was born

Local de Nascimento

Nationality

The country of the applicant's citizenship

Nacionalidade

Marital Status

The applicant's current relationship status

Estado civil

Single

Not married or in a romantic relationship

Solteiro(a)

Married

Having a husband or wife

Casado(a)

Widowed

Single because of the death of a spouse

Viúvo(a)

Address

The exact location where the applicant is currently living

Endereço

Phone

The telephone number, by which the applicant can be contacted

Telefone

E-Mail

The working e-mail address of an applicant

E-mail

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Website

The applicant's personal or business website address

Website

Résumé / CV - Education

English

1991 - 1995 / Seattle University / Seattle, WA
Bachelor of Business Administration

Standard US format for listing your educational history

Portuguese

1991 - 1995 / Universidade Federal da Bahia / Salvador, BA
Bacharel em Admisnitração de Empresas

Elementary School

The lowest school giving formal instruction in the US for children aged between six and eleven years

Ensino Fundamental

Middle School

A school in the US between elementary school and high school for children aged between eleven and fourteen years

Escola entre o ensino fundamental e ensino médio nos E.U.A., para alunos com idade entre treze e dezesseis anos

High School

A school in the US after middle school for children aged fourteen to eighteen

Ensino Médio

College

US name for degree-level education at university

Faculdade

Infant School

UK name for education between the ages of four and seven

Escola Infantil

Junior School

UK name for education between the ages of seven and ten

Ensino Fundamental

Secondary School

UK name for education between the ages of ten and sixteen

Ensino Médio

Sixth-Form College

UK name for education between the ages of sixteen and eighteen

Tipo de escola frequentada por alunos entre dezesseis e dezoito anos de idade no Reino Unido

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University

UK name for degree-level education

Universidade

Résumé / CV - Work experience

English

1998 - Present / Jackson Shoes Inc. / Spokane, WA
Manager

Responsibilities included:

An example of the standard way in which to list one's occupational history

Portuguese

1998 - Atual / Posto Brasil Ltda. / Vitória da Conquista,
BA

Gerente

Principais atividades:

Work experience at...

Used to introduce a period of work, undertaken in order to gain insight or expertise in a certain working environment

Experiência profissional em/ no /na...

Internship at...

Used to introduce a temporary period of work, undertaken in order to gain insight or expertise in a certain working environment. The term is often used when one works abroad for a certain period

Estágio em/ no /na...

Voluntary work at...

Used to introduce an unpaid period of work, usually undertaken in order to help those in need

Trabalho voluntário em/ no /na...

Résumé / CV - Other qualifications

English

Good understanding of both written and spoken...

Used to show that the candidate has a decent level of competency in a language

Portuguese

Bom conhecimento da língua

Fluency in both written and spoken...

Used to show that the candidate is fluent in a certain language

Fluência em

Computer literate

Used to show that the candidate can use all the basic functions of a computer

Conhecimento de informática

Excellent communication / negotiation /
presentation skills.

Used to show that the candidate is good at communicating / negotiating / presenting

Excelente habilidade de comunicação / habilidade de
negociação / técnica de apresentação.

Advanced level skills in Microsoft Office Suite /
HTML programming.

Used to show that the candidate has in-depth knowledge of how to use all of the Microsoft Office programs and HTML

Nível avançado em Microsoft Office Suite /
programação em HTML básico.

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Knowledge of Microsoft Word / Excel / Access / Powerpoint.

Used to show that the candidate has prior knowledge of how to use word-processor, spreadsheet, database and presentation software

Conhecimento em Microsoft Word / Excel / Access / Powerpoint

Familiarity with CAD / CAM.

Used to show that the candidate can use computer design software

Conhecimento em CAD / CAM.

Currently holding a full...driver's license.

Used to show that the candidate can legally drive a car

Carteira de motorista