

NAME

Address:

E-mail Address:

Tel. Number:

Mobile Number:

JOB OBJECTIVE

- Position sought (main responsibility wanted)

SUMMARY

- List two to four key skills/education/training that make you qualified as a candidate for achieving your objective

ACCOMPLISHMENTS

KEY SKILL (IE. LEADERSHIP SKILL)

- Give examples of how and when you demonstrated this skill whether through volunteer activities, school or in a job

KEY SKILL (IE. ADVANCED TECHNICAL KNOWLEDGE)

- Give examples of how and when you demonstrated this skill whether through volunteer activities, school or in a job

(LIST THREE TO FOUR SKILLS THAT ARE RELEVANT TO YOUR OBJECTIVE)

WORK HISTORY

NAME OF EMPLOYER, CITY

DATES (FROM...TO...)

JOB TITLE

Responsibilities:

- List two or three key responsibilities in the position

EDUCATION

INSTITUTE, CITY

DATES (FROM...TO...)

Qualification (Degree, Certificate, Diploma)

VOLUNTEER POSITIONS AND AFFILIATIONS

- List any positions of affiliations relevant to the job objective