



Writing a Resume

PERSONAL DETAILS	
Full Name:	
Date of Birth:	
Gender:	
Mobile Number:	
Other Phone Number:	
Email Address:	
Residing Address:	
Nationality:	

CAREER OBJECTIVE

WORKING EXPERIENCES	
<i>(List in chronological order, include position details and dates)</i>	
Position Title:	
Joined Duration:	
Company Name:	
Location:	
Industry:	
Specialization:	
Position Level:	
Monthly Salary:	
Experience Description:	
Achievements and Awards:	

EDUCATION	
Institute / University:	
Graduation Date:	
Qualification:	
Institute / University Location:	
Field of Study:	
Major:	
Grade:	
Additional Information:	
Achievements and Awards:	
Courses and Subjects Taken:	



EXTRA-CURRICULAR ACTIVITIES / VOLUNTEER EXPERIENCE	
Period of work:	
Title:	
Organization name:	
Key responsibilities:	
Achievements:	

SKILLS AND COMPETENCIES	
Skills	Proficiency (Advanced, Intermediate, Beginner)

LANGUAGE(S)			
Proficient level: 0 – Poor, 10 - Excellent			
Language	Spoken	Written	Relevant Certificates

ADDITIONAL INFO	
Expected Salary:	
Preferred Work Location:	
Reason of Leaving:	
Notice period:	
Personal Interest:	

REFEREE(S)	
Name:	
Phone Number:	
Email Address:	
Relationship:	
Company Name:	
Location:	
Position Title:	