

RESUME

(Include a passport sized photo)

PERSONAL DETAILS

Name :
Address :
Phone no. :
Age :
Sex :
Marital Status :
Email :

EDUCATION BACKGROUND

Year	Institution	Qualification
	*chronological order	

WORKING EXPERIENCE

Year	Company	Position
	*chronological order, relevant w/exp only. Babysitting your neighbour's children is not relevant at all.	

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p/s: if you do not have any working experience, remove the table. Just type N/A.

CO-CURRICULAR ACTIVITIES

Year	Club/ Committee	Position
	* chronological order	

PERSONAL INTERESTS

*Include hobbies or activities that are positive and show your high level of motivation etc. eg:

- Crossword puzzles
- Riddles and brain teasers
- Learning a new language

LANGUAGE ABILITY

Language	Spoken	Written
Malay	Fair/good/excellent *choose 1 for each lang. spoken and written	
English		
*other language that you know		

COMPUTER SKILLS

Microsoft Word : Beginner/Intermediate/Advanced***Bold one category of each**
Microsoft Powerpoint: Beginner/Intermediate/Advanced
Adobe Photoshop : Beginner/Intermediate/Advanced

REFERENCES

Name : ZairilAzmirZaiyadi
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Position : Head of Department
Relationship : Term paper supervisor
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Name : MahanumMahdun
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