

Resume

1. Personal Profile:

Title: MR / MRS / MISS

Name & Surname: XXXXXXXXX

Nationality: XXXXXX Date of Birth: XXXXXXXX Marital Status: XXXXXXXX

Residential Address: XXX

Post Code: XXXXXXX

Postal Address: XXX

Cell phone: 0098 912 XXXXXX Home Phone: 0098 21 XXXXXXX

Business Phone: 0098 21 XXXX Office Phone: 0098 21 XXXXXXX

E-mail: XXXXXXXXXXXXXXXXX

2. Education & Qualifications:

1. Title of Degree: B.A / B.S / M.A / M.S IN XXXXXXXX

University: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Year of Award: XXXXXXXX GPA: XX/XX

2. Title of Degree: B.A / B.S / M.A / M.S IN XXXXXXXX

University: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Year of Award: XXXXXXXX GPA: XX/XX

3. Skills & Ability: (For example)

- XXXXXXXXXXXX
- XXXXXXXXXXXX
- XXXXXXXXXXXX

4. Relevant Computer Experience: (for example)

- I am Professional user of personal computer (Widows, Internet, and M.S Office).
- I am professional in Computer Hardware such as Assembling and Repairing.
- I am professional in Computer Software like XXXXXXXXXXXXXXXXXXXXXXX

Job Title: XXXXXXXXXXXXX

Since September XXXX up to now (Full / Part time position; XX Hours per week)

Duties and Responsibilities:

- XXXXXXXXXXXXX
- XXXXXXXXXXXXX
- XXXXXXXXXXXXX

8-2) Employer Name

Job Title: XXXXXXXXXXXXX

Since September XXXX up to now (Full / Part time position; XX Hours per week)

Duties and Responsibilities:

- a. XXX
- b. XXX
- c. XXX
- d. XXX
- e. XXX

9. Noncommercial Work experience:

- a. XXX
- b. XXX
- c. XXX

10. References:

Mr. / MRS. XXXXXXXXXXXX Position: XXXXXXXXXXXXXXXXXXXX

On: 0098 912 XXXXXXXXXXXX Email: XXXXXXXXXXXXXXXXXXXX

And

Mr. / MRS. XXXXXXXXXXXX Position: XXXXXXXXXXXXXXXXXXXX

On: 0098 912 XXXXXXXXXXXX Email: XXXXXXXXXXXXXXXXXXXX

And

Mr. / MRS. XXXXXXXXXXXX Position: XXXXXXXXXXXXXXXXXXXX

On: 0098 912 XXXXXXXXXXXX Email: XXXXXXXXXXXXXXXXXXXX