

# RESUME

Your full name:

.....

Contact details:



(Telephone number)



(E-mail address)



(Postal address,



## Career objectives

A challenging career where I can develop my skills and contribute to a dynamic team



## About me



## Professional experience

20.... - present

Company name (city and province)

Performed duties:

- .....
- .....



## Education and training

20.... - 20....

School/University .....

Covered courses

- .....
- .....



## Related skills

- Computer skills — Basic/Intermediate/Advanced
- Foreign language skills — Beginner/Intermediate/Advanced
- .....
- .....



## Personal skills

- Good team worker
- Reliable, punctual, honest
- .....
- .....



## Interests and hobbies



**Achievements**



**References**

Name.....  
Employment and occupation.....  
tel: .....

Name.....  
Employment and occupation.....  
tel: .....