

Full Name Here

PERSONAL PARTICULARS

NRIC Number S1234567F

Address Block 100, Queensway Road,

#01-1211, Singapore 140100

Contact Number 98765432 (mobile), 64792291 (home)

Email name@gmail.com

Insert photo

CAREER OBJECTIVE

Tips: Be specific about the position and field of your interest. Ensure that your objective is in line with your resume content. Demonstrate the value that you can bring to the organization, not what you hope to get out of the job. Keep it concise.

WORK EXPERIENCE

Company Name

Job Title

Period of Service (e.g. June 2003 – December 2003)

Key Accomplishments:

Tips: Highlight your most notable achievements. Where appropriate, quantify them, e.g. achieved a 20% increase in sales within the first year of service.

Responsibilities:

Tips: List your key deliverables on the job. Remember to use verbs or 'action' words, e.g. "initiated", "implemented", "supervised", "managed".



Company Name Job Title Period of Service

Key Accomplishments:

Responsibilities:

Company Name
Job Title
Period of Service

Key Accomplishments:

Responsibilities:

EDUCATION

Institution Year of Completion Qualification Attained

PROFESSIONAL QUALIFICATIONS

e.g. Graduate Diploma in Marketing Management, Singapore Institute of Management, 1999.

SKILLS

Tips: These could be software and language skills, or any other skills that are relevant to the job that you are applying for, e.g. project management, public speaking or writing skills.



SALARY INFORMATION

Last Drawn Salary: S\$XXXX

Expected Salary: S\$XXXX (Negotiable)

REFERENCES

Tips: Include one or two individuals who would be able to provide valuable comments about your professional capacity. Remember to inform these contacts that you are putting them as your referees.

Ms Chitra Siraj Regional Sales and Marketing Director ABC Asia Bank Tel: 6785 4317

Email: c_siraj@abc.com