

## FIRST NAME LAST NAME

Contact No. & email address  
Mailing Address

## CAREER OBJECTIVE

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*Example: To obtain a responsible position within an established organization that values loyalty and hard work. Willing to take advantage of training that will enhance my value to the employer.*

### Share your own reflection on professional capabilities.

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Share with your employers what you can do for them, how you will benefit their companies, how you will impact their bottom lines. Share your strengths in soft skills i.e. leadership, communication, teamwork.

*Example: I see myself as a self-motivated and hard-working problem solver with proven leadership skill. I have cheerful personality, enthusiastic and able to achieve rapport with team members easily. I have excellent common sense and decision-making skills. I am an excellent user of word processing, web page design and internet programs. I can work within a set budget. I am capable of handling multiple projects concurrently.*

## EDUCATION

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Swinburne University of Technology Sarawak Campus (2012)

### List degree and major (**Bold**)

List honours, achievements, specific skills etc.

## SKILLS

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List down impressive soft skills or technical skills worth sharing with your employer.

### Example:

- *Able to translate ideas and languages into concrete written or visual form to share with others.*
- *Designed information systems.*

## WORK EXPERIENCE

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Employer (Year)

### Job Title (start with the most recent employment)

List job responsibilities and duties

List job accomplishments

If you have industrial training experience, list it down in this section.

## AWARDS AND ACHIEVEMENTS

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List down your awards and achievements worth sharing with your employer.

### Example:

- *Youngest presenter at an engineering conference.*
- *Selected research article for an annual business journal.*

## ACTIVITIES AND INTERESTS

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List extracurricular activities and your roles and responsibilities in those activities.

List hobbies or community services worth sharing with your employer.

### Example:

- *Student Representative Council; University Representative (2012-2013)*
- *State athlete in bowling (2011)*
- *An avid fan of football, photography and photo-editing.*

## REFERENCES

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List down 2-3 referees (academic and non-academic) worth sharing with your employer. List their names, job titles, current organisation, contact details and clarify your relationship with your referees.