

## Sample Template for a Resume

Your name

Your post office

cell phone;

Box address;

Telephone;

E-mail address;

**Profile;** *(In this section you give a highlight of your characteristics. You should highlight who you are and what you can offer. Use active language by using verbs that communicate an action)*

**Career objective;** *(You should write a career objective that is in the line with the job that you are applying for. Your career objective should be simple and to the point. It should reflect on what kind of profession you are seeking)*

**Education;** *(You should list the list of your education starting with the more recent one or the one that is in the highest level. You should include the name of the institution the year that you graduated and what you scored)*

**Work experience:** *(you should list the experience of your paid labor in this section. You should start by first listing the most recent job and the more relevant one to the job vacancy that you are applying for. You should describe your job duties and responsibilities and you should put more emphasis on your achievement and show how you greatly contributed to*

*your employers business. When describing your work experience, you should always use action verbs such as; performed, coordinated, designed heightened, enhanced etc... You should also give the name of the companies or organizations and the dates when you worked for them)*

**Volunteerism and readership;** *(In this section you list the experience of the unpaid labor. Start by first listing the most recent one. Give the name of the companies or organizations and the dates when you worked for them. Give your duties and responsibilities but remember to put more emphasis on your achievements)*

**Other skills;** *(here you include your other skills apart from your professional skills such driving skills and computer skills etc...)*

**N. B.**

**References:** *(it is not advisable to include the names and details of your referees in this section so you can opt to leave it out or refer to your references by indicating that “referees available on request”)*