Full Name Here

PERSONAL PARTICULARS

NRIC Number	999999-99-9999
Date of birth	01/01/19XX
Address	Block 100, KLCC, #01-1211, KLCC 50088
Contact Number	011 111 2222 (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 2007 – May 2009)

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.

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

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Company Name
Job Title
Period of Service

Key Accomplishments:

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Responsibilities:

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Company Name
Job Title
Period of Service

Key Accomplishments:

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Responsibilities:

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EDUCATION

Institution	Year of Completion	Qualification Attained

PROFESSIONAL QUALIFICATIONS

e.g. Graduate Degree in Marketing, UM, 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: RMXXXX
Expected Salary: RMXXXX (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