**PERSONAL INFORMATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: | Mohammad Basil Ali Khan | | | |
| Address: | B2 CGCEHS Gulistan e Johar Block 19 | | | |
| Telephone Number: | 02131241241 | | | |
| Social Security #: |  | | Date of Birth: | 07 September 2001 |
| Emergency Contact: | 03353188200 | | Telephone Number: | 03353188200 |
| Do you have a driver’s license? | |  YES  NO | | |

**EDUCATIONAL BACKGROUND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Name: |  | | School Address: |  |
| Course of Study (Honors, Tech Prep, etc.): | |  | Dates of Attendance: | From:  To: |
| Degree/Diploma Received or Grade Level Completed: | | | |  |
|  | | | | |
| School Name: |  | | School Address: |  |
| Course of Study (Honors, Tech Prep, etc.): | |  | Dates of Attendance: | From:  To: |
| Degree/Diploma Received or Grade Level Completed: | | | |  |
|  | | | | |
| School Name: |  | | School Address: |  |
| Course of Study (Honors, Tech Prep, etc.): | |  | Dates of Attendance: | From:  To: |
| Degree/Diploma Received or Grade Level Completed: | | | |  |

|  |  |
| --- | --- |
| Extracurricular Activities (teams, clubs, volunteer work, etc.): |  |
|  | |

|  |  |
| --- | --- |
| Honors and Awards Received: |  |
|  | |

|  |  |
| --- | --- |
| Computer Skills (hardware and software you can use): |  |
|  | |

|  |  |
| --- | --- |
| Machine Skills (include machines you can operate): |  |
|  | |

|  |  |
| --- | --- |
| Specialized Skills (foreign language spoken, auto repair, etc.) |  |
|  | |

**WORK EXPERIENCE (List Most Recent Position First)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer:** |  | Dates Employed: | From:  To: |
| Address: |  | | |
| Telephone Number: |  | Position Held: |  |
| Starting Pay: | per | Ending Pay: | per |
| Supervisor’s Name: |  | Supervisor’s Title: |  |
| Duties and Responsibilities: | 1.  2. 3. | | |
| Reason for leaving: |  | | |
|  | | | |
| **Employer:** |  | Dates Employed: | From:  To: |
| Address: |  | | |
| Telephone Number: |  | Position Held: |  |
| Starting Pay: | per | Ending Pay: | per |
| Supervisor’s Name: |  | Supervisor’s Title: |  |
| Duties and Responsibilities: | 1.  2. 3. | | |
| Reason for leaving: |  | | |
|  | | | |
| **Employer:** |  | Dates Employed: | From:  To: |
| Address: |  | | |
| Telephone Number: |  | Position Held: |  |
| Starting Pay: | per | Ending Pay: | per |
| Supervisor’s Name: |  | Supervisor’s Title: |  |
| Duties and Responsibilities: | 1.  2. 3. | | |
| Reason for leaving: |  | | |
|  | | | |
| **Employer:** |  | Dates Employed: | From:  To: |
| Address: |  | | |
| Telephone Number: |  | Position Held: |  |
| Starting Pay: | per | Ending Pay: | per |
| Supervisor’s Name: |  | Supervisor’s Title: |  |
| Duties and Responsibilities: | 1.  2. 3. | | |
| Reason for leaving: |  | | |

**REFERENCES (List At Least 2)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: Job Title: |  | | Employer: |  |
| Home Phone #: |  | | Work Phone #: |  |
| Home Address: |  | | Work Address: |  |
| How long has this person known you? | |  | | |
| Has this person given permission to be used as a reference?  YES  NO | | | | |
| Why can this person recommend you for employment? | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: Job Title: |  | | Employer: |  |
| Home Phone #: |  | | Work Phone #: |  |
| Home Address: |  | | Work Address: |  |
| How long has this person known you? | |  | | |
| Has this person given permission to be used as a reference?  YES  NO | | | | |
| Why can this person recommend you for employment? | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: Job Title: |  | | Employer: |  |
| Home Phone #: |  | | Work Phone #: |  |
| Home Address: |  | | Work Address: |  |
| How long has this person known you? | |  | | |
| Has this person given permission to be used as a reference?  YES  NO | | | | |
| Why can this person recommend you for employment? | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: Job Title: |  | | Employer: |  |
| Home Phone #: |  | | Work Phone #: |  |
| Home Address: |  | | Work Address: |  |
| How long has this person known you? | |  | | |
| Has this person given permission to be used as a reference?  YES  NO | | | | |
| Why can this person recommend you for employment? | | | | |

# ACTION VERBS TO STRENGTHEN YOUR RESUME

|  |  |  |  |
| --- | --- | --- | --- |
| **DECISION MAKING** | **MANAGEMENT** | **CHANGES** | **PERSONNEL** |
| ACCEPT | ADJUDICATE | ACTIVATE | APPRAISE |
| ACTIVATE | ANALYZE | COMPARE | DISCHARGE |
| APPROVE | ANTICIPATE | CREATE | EMPLOY |
| AUTHORIZE | APPROVE | DESIGN | HANDLE |
| DECIDE | DIRECT | ESTABLISH | INTERVIEW |
| RENDER | ESTABLISH | IMPROVE | PROMOTE |
| REQUIRED | EVALUATE | MAKE | RECRUIT |
| SOLVE | EXECUTE | MODIFY | SCREEN |
| TERMINATE | MANAGE | STIMULATE | SEEK |
| TEST | MEET | UPGRADE | SELECT |
|  | ORGANIZE |  | TRAIN |
|  | PLAN |  | TRANSFER |
| **SUPERVISION** | **ADMINISTRATION** | **RESEARCH** | **PLANNING & CONTROL** |
| ADHERE | ADMINISTER | ANALYZE | ACQUIRE |
| ASSESS | ENGAGE | COMPILE | ALLOCATE |
| ASSIGN | FURNISH | DEFINE | ASSUME |
| COUNSEL | INSURE | DETERMINE | CONTROL |
| DEFINE | JUSTIFY | DEVELOP | EXTEND |
| DELEGATE | PROCESS | EVALUATE | FORECAST |
| DEMONSTRATE | PROCURE | IDENTIFY | FORMULATE |
| DEVELOP | PURCHASE | INVESTIGATE | MEASURE |
| ENCOURAGE | RECEIVE | PREPARE | MONITOR |
| EXERCISE | RECLAIM | PROPOSE | PLAN |
| FOSTER | REJECT | RECOMMEND | PROGRESS |
| MANAGE | REQUISITION | RESEARCH | SCHEDULE |
| MEET | SECURE | REVIEW |  |
| PARTICIPATE | SHIP | SUBMIT |  |
| REPORT | STORE |  |  |
| REQUEST | SUPPLY |  |  |
| SUPERVISE |  |  |  |
| **HELPING** | **PERSONNEL** | **COMMUNICATION** | **EXTERNAL ACTIVITIES** |
| ARRANGE | APPRAISE | CONTACT | COOPERATE |
| ASSIST | DISCHARGE | CRITIQUE | COORDINATE |
| CONTRIBUTE | EMPLOY | DECLARE | NEGOTIATE |
| COUNSEL | HANDLE | DISPLAY | PUBLICIZE |
| GIVE | INTERVIEW | INFORM | REPRESENT |
| GUIDE | PROMOTE | INTERPRET | STRENGTHEN |
| INITIATE | RECRUIT | ISSUE |  |
| SERVE | SCREEN | SPEAK |  |
| SOLVE | SEEK | TESTIFY |  |
|  | SELECT | WRITE |  |
|  | TRAIN |  |  |
|  | TRANSFER |  |  |

**[ SAMPLE RESUME ]**

# JESSICA NADEAU

42 Washington Avenue

Auburn, Maine 04240

(207) 555-5555

[jnadeau@internet.com](mailto:jnadeau@internet.com)

|  |  |
| --- | --- |
| **Career Objective:** | Computer support technician in central Maine |
| **Education:** | High School Diploma, June 2002 Edward Little High School  G.P.A. 3.2 Class Rank: 45 out of 411  **Honors and Awards:**  Honor Roll for last three semesters  Perfect Attendance Award for the last two academic years  **Relevant Courses:**  Introduction to Computer Repair I Introduction to BASIC Database & Spreadsheets Word Processing I |
| **Computer Experience:** | **Neighborhood "Computer Expert"** - 2001-present. Performed troubleshooting for several friends and relatives who were having difficulty with their hardware or software. Resolved the issue 95% of the time.  **Network Assistant (volunteer)** - Edward Little High School. September 2001-May 2002. Assembled 20 computers for new computer laboratory, loaded software on each one, and networked them. |
| **Other Experience:** | **Waitperson**, Rolandeau's, Auburn, Maine. Summer 2001. Provided efficient, friendly, quality service in busy fine dining atmosphere.  **Child care provider** – Freeport, Maine. Summer 2000. Provided safe, warm environment for two children aged 4 and 7. Supervised their self-directed play, prepared meals and snacks, settled disputes, determined appropriate discipline, and followed bedtime routines. |
| **Activities:** | **Soccer Team** - 1998-2002 - Co-captain 2000-2002  **Civil Rights Team** - 2002  **Soup Kitchen Volunteer** - 1999-2001 |