Career

Portfolio of

Brigitte Kozena

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**Statement of ownership**

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I attest that all the information and supporting documents are true and complete.

Brigitte Kozena

**Personal Profile**

I was born in Czech Republic but grew up in London, England. I am a problem solving enthusiast with particular interest in the world of computing. As I spent much of my time in London, my passion for computing continued to exponentiate which played a great deal in finding my way to New York University. At New York University, I specialised in Computer Science, Design and Business. Before joining New York University, I was a student at the University College London where studied for a single semester before relocating to La Sorbonne in Paris.

As a self-motivated person with a solution-oriented mind, my particular field of specialty in my course was Artificial Intelligence. My particular interest in Artificial Intelligence is mainly Virtual Reality where I have developed remarkable skills through exceptional training to create solutions for problems in the world of art through science. I have done works in Computer Aided Designs which has also played a vital role in building my experience profile.

With time, my skills have continued to grow, considering the different training programmes and projects I have worked on since I ventured into the field of computing. I have proven strength in organising, multi-tasking as well as prioritizing heavy workloads with tight schedules. I am a team player and a time manager, with focus on the project goal while giving time much consideration it deserves to meet deadlines without compromising the goal.

**Job Posting and Projects**

**Job Description:**

**Skyler App**

**Job Title:** Skyler App

**Date:**

**Position:** Project Manager and UX/UI Designer

**Reports to:**

**POSITION SUMMARY:**

Skyler App project was aimed at developing an application that creates suggestions for women’s elegant and chic clothing suitable for a particular day. The app integrates the weather forecast capabilities to recommend elegant clothing. The application is available for mobile platforms, both Android and iOS. As the project manager, I was overseeing the entire process of development, from requirements gathering, design and building of prototypes.

**ESSENTIAL JOB DUTIES:**

As a Manager, User Experience and User Interface designer for Skyler App project I carried out the following tasks:

* Designed the brand image, logo and the user interface of the app.
* Curated on the assets which reflected Skyler app brand.
* Developed the wireframes and the prototypes of the application during the development process.
* Developed and wrote the specification documents for the different application development teams that worked on the project.
* Selected, organized and took care of the mood board for the trending clothes for women.

Job Description-Project Manager and UI/UX Designer- Skyler App

Continued.

**REQUIRED SKILLS AND COMPETENCIES:**

* Bachelor’s Degree in Computer Science.
* Web Design and programming skills in android, iOS, Java, e-Commerce API.
* 2 years of related experience in the field of Information Technology.
* User interface and User Experience development and analytical skills.
* Strong communication and analytical skills.
* Good interpersonal skills, team player, and cooperation skills.

**WORKING CONDITIONS:**

I was working in an office environment with comfortable working conditions.

Hours of operation varied, since I was the Project Manager. Working however commenced from 8.00 am and ended at 5.00pm.

**ADDITIONAL COMMENTS:**

As a manager in the Skyler App project, my interactions with different personalities and conducting interviews boosted my persona skills to a greater level.

Through this project, I developed better interpersonal skills and team building through the different developers working in the project.

**Job Description:**

**New York University Department of Humanities**

**Job Title:** New York University Humanities Department Technical Support

**Date:**

**Role:** Web Developer

**Reports to:** Head of Department

**POSITION SUMMARY:**

While at University of New York, I correlated with different people including students and professors. I worked as the Department of Humanities website developer and also with enlightening students and professors on website development and maintenance. This position sole responsibility was dealing with all the aspects of web programming and API. Additional responsibilities included facilitating comprehensive web development and analysis to the department and professors.

**ESSENTIAL JOB DUTIES:**

* Development of websites for the Department of Humanities.
* Organizing meetings with professors for development of simple websites that professors can create their profiles on.
* Creating sketches, wireframes and mock-ups.
* Making clarifications and Enlightening professors on different aspects of web development.
* Integrating developed websites with databases

Job Description-Web Developer – New York University Department of Humanities

Continued.

**REQUIRED SKILLS AD COMPETENCIES:**

* Bachelor’s Degree in Computer Science.
* Web application programming languages including HTML5, PHP.
* Webpage scripting and scripting languages including JavaScript and JQuery.
* Graphics design.
* Database Management Systems and MySQL, PostgreSQL, MS Access.
* Working with Windows Server 2008.
* Offering code analysis and troubleshooting.
* Multimedia programming and technology
* Video and audio editing skills.
* Good interpersonal skills.
* Ability to communicate effectively and make demonstrations and presentations.
* Creativity and problem solving orientation.

**WORKING CONDITIONS:**

I worked in an office setting with a team of other web developers for the department. Working hours varied a lot depending on the complexity and schedule of work at hand but normal reporting and leaving hours were 8.00am and 5.00 am respectively.

The working environment was conducive and my team mates coordinative during problem solving.

**ADDITIONAL COMMENTS:**

My collaboration with the Department of Humanities at New York University sharpened my interpersonal skills as well as technical skills. My proficiency in web development increased to greater standards that can be absorbed into any Information Technology related firm.

**Job Description:**

**Just Solutions**

**Job Title:** Just Solutions e-Commerce Website development

**Date:**

**Role:** Web Developer and Graphics Designer

**Reporting to:**

**POSITION SUMMARY:**

Just Solutions is a start-up online store that deals with sale of products on Amazon. Just Solution’s products rank among the top five on Amazon. My job position at this firm mainly entailed with the aspects of web development and integration of e-Commerce plugins to support online purchase of products.

**ESSENTIAL JOB DUTIES:**

* Building the company’s e-commerce website.
* Creating mock ups in Computer-aided Design (CAD).
* Photographing and filming products for advertising campaigns.
* Advising editors about marketing the company’s products on magazines.
* As a proficient User Experience Designer, I took part in sketching product ideas for the company on Illustrator.
* Designing and creating brochures, business cards and catalogues.
* Overseeing all the arrangements and preparation for trade shows.
* With my prior skills in different packaging requests, I also designed their packaging for the different situations.

Job Description-Web Developer and Graphics Designer– Just Solutions

Continued.

**REQUIRED SKILLS AND COMPTENCIES:**

* Knowledge of web development languages including HTML, PHP, Joomla, MVC models and frameworks.
* Proper understanding of Database Management Systems and query languages, including MySQL and PostgreSQL.
* Proficiency in Graphics design and working with Illustrator.
* Designing and development of effective user experience and user interfaces for websites.
* Minimal computer networking skills.
* Knowledge of e-Commerce APIs and integration into e-Commerce site.
* Designing packaging and handling packaging requests.
* Multimedia programming and technology.
* Video and audio recording and editing.
* Skills in Computer-aided Designs
* Team work and strategizing.
* Good interpersonal and communication skills
* Ability to communicate proper English for the purposes of demonstration and presentation.

**WORKING CONDITIONS:**

My work at Just Solutions mainly involved development of an e-Commerce website, hence much of the work was done in an office setting. I worked with a team of web developers, editors and marketers to build a complete and all-round an e-Commerce website. Just Solutions e-Commerce website development was a project and hence the working hours varied much. Reporting at work was however at 8.00am but leaving time was varied depending on a day’s targeted achievements.

Job Description-Web Developer and Graphics Designer– Just Solutions

Continued.

**ADDITIONAL COMMENTS:**

The above aforementioned description of the duties and responsibilities varied depending on the company’s work load. The management had the right to alter the duties I was performing but the newly assigned duties revolved around the company’s e-Commerce website development.

**Job Description:**

**Blankenship Dry Goods**

**Job Title:** Blankenship Dry Goods e-Commerce Website development

**Date:**

**Role:** Web Developer

**Reporting to:**

**POSITION SUMMARY:**

Blankenship Dry Goods is a fashion clothing company that deals with sale of fashion clothes on their online store. As a web developer, my duties were to be part of a team that developed their e-Commerce website.

**ESSENTIAL JOB DUTIES:**

* Development of the company’s e-Commerce website.
* Development of wireframes and e-Commerce site prototypes.
* Assisting in research and development of the company’s products profiles.
* In-house photograph shooting for product images.

**REQUIRED SKILLS AND COMPETENCIES:**

* Bachelor’s Degree in Computer Science, Information Technology or related fields.
* Web design and website architecture.
* Proficiency in web development programming languages including HTML, XHTML.
* Development of website UI and integration with CSS and JQuery.
* PERL Scripting.

Job Description-Web Developer– Blankenship Dry Goods

**REQUIRED SKILLS AND COMPETENCIES (Continued):**

* End user experience development through Java and VB Scripts.
* Minimal computer networks especially client-server communication interchange.
* Knowledge of web protocols including HTTP, FTP and TCP/IP.
* Modern e-Commerce site development APIs.
* Theoretical and practical skills in PHP and AJAX technologies.
* Skills in Database Management Systems and query languages.
* Multimedia programming and related technologies.
* Working with servers remotely, including Windows Server 2008.
* Minimal skills in computer networking.
* Practical and technical photography and video capturing.
* Practical knowledge in use of digital software including Photoshop Lightroom
* Video and audio editing skills.
* Creativity and problem solving mind-set.
* Ability to work under minimum supervision.

**WORKING CONDITIONS:**

Much of my job was mainly related to development of a responsive and friendly e-Commerce site, hence worked in an office packed with modern computing facilities for software development. Working conditions were generally secure and comfortable with a charming and cooperative team of web developers and marketers.

Working hours were from 8.00 am up to 6.00pm, but sometimes extensions were needed so I could work for extra hours.

**ADDITIONAL COMMENTS:**

My duties at Blankenship Dry Goods as a web developer varied sometimes depending on where the stage of development of the site was at. When images of the company’s products were

Job Description-Web Developer– Blankenship Dry Goods

**ADDITIONAL COMMENTS (Continued):**

needed, my duties were shifted from a Web developer to a photographer. The company had faith in my photography skills as I proved to be competent and proficient in photography as well as video editing. All my duties however were limited to the goal of developing a modern e-Commerce website.

**Job Description:**

**Roko Labs**

**Job Title:** Stickers SDK Development Project

**Date:**

**Role:** Mobile App programmer

**Reporting to:**

**POSITION SUMMARY:**

Roko Labs is an application development company, dealing with development of applications for other companies on both PCs and mobile platforms including android and iOS. My job at Roko Labs mainly involved working in an application development project known as Stickers. I took part in development of mobile applications and Software Development Kits (SDK). Stickers was a project aimed at developing an SDK.

**ESSENTIAL JOB DUTIES:**

* Building other mobile applications according to user specifications.
* Development of Stickers software development kit (SDK).
* Crafting and editing of digital content such as logos for the Stickers mobile application.
* Performing analysis and split testing for Stickers SDK application.
* Conceptualizing Stickers user interface and enhancing user experience.
* Generating stickers for users.
* Performing analysis, designing and programming of Stickers SDK application.
* Defining the requirements of Stickers SDK application according to gathered requirements.
* Analysing and documenting application development procedures and processes for the Stickers Project.

Job Description- Roko Labs- Stickers SDK Development Project.

**ESSENTIAL JOB DUTIES (Continued):**

* Coordinating with team members on the progress of the application development project

**REQUIRED SKILLS AND COMPETENCIES:**

* User Interface and User Experience design skills.
* Cross platform development including android, iOS and Windows platforms and knowledge in Application Programming Interface (API).
* Backend computing including Database Management Systems, memory allocation and database security.
* Skills in use of cross platform mobile development suites including Antenna, Java ME and Accounting-Management-Promotion (AMP).
* Competent skills in Object Oriented programming.
* Skills in modern programming languages including Java, Objective -C, C++, C#, Adobe Flash Lite and Python.
* The basics of Operating Systems.
* Mobile media application marketing and deployment.
* Good interpersonal skills with ability to self-expression.
* Software troubleshooting and analytical skills.
* Graphics design and photography
* Web application development and analytical skills in split testing (A/B testing).
* Business expertise.
* Good communication skills for proper demonstration and cooperation with tem members.
* Time consciousness and solution oriented mind-set.

Job Description- Roko Labs- Stickers SDK Development Project.

Continued.

**WORKING CONDITIONS:**

Working at Roko Labs on the development of Stickers was involving. I was required to attend to different duties in the company concerning mobile application development. When not in the development of the applications, I took part in development of stickers. Assignment of duties was subject to the project managers.

The working environment was friendly and secure with a coordinative team of mobile application developers. Working hours varied with most of the time making extensions to finish up on a task that had been scheduled for the day. Reporting hours however were at 8.00am during the weekdays.

**ADDITIONAL COMMENTS:**

Stickers application project was a success as it was deployed into use after several tests were conducted on the final prototype. Since it was an SDK, its development was quite a challenge and through the project a gained may more exceptional skills in mobile app development. Continued coordination with a team of developers working on a tight schedule sharpened my abilities to make critical decisions on a short time span.

**Job Description:**

**Roko Labs**

**Job Title:** SOS Mobile Application Development Project

**Date:**

**Role:** Mobile App programmer

**Reporting to:**

**POSITION SUMMARY:**

Roko Labs is an application development company, dealing with development of applications for other companies on both PCs and mobile platforms including android and iOS. While working at Roko Labs as a Mobile application developer, I worked in a project called SOS. SOS is a mobile application available for android and iOS mobile platforms. The application was developed with an aim to assist drivers visiting new places for their first time. SOS allows a user to make emergency calls while travelling in country with a different language that user does not comprehend.

I took part in development of this mobile applications, Software Development Kits and other minor duties.

**ESSENTIAL JOB DUTIES:**

* Building SOS mobile application among other applications for different companies.
* Offering assistance in the development of software development kits (SDK) in side projects.
* Crafting and editing of digital assets such as logos for SOS mobile application.
* Performing analysis and split testing for the mobile application.
* Conceptualizing user interfaces and user experience for SOS mobile application.
* Generating stickers for users.
* Analysing, designing and programming of SOS mobile application.

Job Description- Roko Labs- SOS Mobile Application development Project.

**ESSENTIAL JOB DUTIES (Continued):**

* Defining the requirements of the SOS mobile application according to the gathered requirements and user experience designed.
* Providing the developing team with optimized Photoshop Documents (PSDs) for the SOS mobile application User Interface design.
* Analysing and documenting the application development procedures and processes for SOS project.

**REQUIRED SKILLS AND COMPETENCIES:**

* User Interface and User Experience design skills.
* Cross platform development including android, iOS and Windows platforms and knowledge in Application Programming Interface (API).
* Backend computing including Database Management Systems, memory allocation and database security.
* Skills in use of cross platform mobile development suites including Antenna, Java ME and Accounting-Management-Promotion (AMP).
* Competent skills in Object Oriented programming.
* Skills in modern programming languages including Java, Objective -C, C++, C#, Adobe Flash Lite and Python.
* The basics of Operating Systems.
* Mobile media application marketing and deployment.
* Good interpersonal skills with ability to self-expression.
* Software troubleshooting and analytical skills.
* Graphics design and photography
* Web application development and analytical skills in split testing (A/B testing).
* Business expertise.
* Good communication skills for proper demonstration and cooperation with tem members.

Job Description- Roko Labs- SOS Mobile Application development Project.

**REQUIRED SKILLS AND COMPETENCIES (Continued):**

* Time consciousness and solution oriented mind-set.

**WORKING CONDITIONS:**

Working at Roko Labs on SOS mobile application project demanded a lot of self-dedication and sacrifice. I was required to attend to different duties in the company concerning mobile application development. When not in the development of the applications, I took part in development of logos for other different projects that were in progress. Assignment of duties was subject to the project managers.

The working environment was friendly and secure with a coordinative team of mobile application developers. Working hours varied with most of the time making extensions to finish up on a task that had been scheduled for the day. Reporting hours however were at 8.00am during the weekdays. Sometimes extensions would be made for weekends for projects that were almost meeting their deadlines and had to be completed in time.

**ADDITIONAL COMMENTS:**

SOS mobile application development project became a success and the mobile was subjected to deployment after successful testing of the final prototype. The success of the project was attributed to the coordinated teamwork between the different stakeholders in the development process. My duties while working for the SOS mobile application project were not restricted to that project alone. I also offered assistance for other different projects that were going on whenever my skills were required.

**Job Description:**

**Roko Labs**

**Job Title:** Learn to Text (L2T) Gaming Application Development Project

**Date:**

**Role:** Mobile App programmer

**Reporting to:**

**POSITION SUMMARY:**

I worked in L2T application development project while I was at Roko Labs. This project was special to the company as it was part of an application awards program. The idea for this project was pioneered by a young boy of 12 years who. The boy had in mind a gaming application which enhanced the texting capabilities of a player while using the application. My position as a mobile app developer in this project was quite influential owing to the fact that I had worked in several other mobile application development projects. I contributed to the designing of the User Experience since the app was aimed at assisting a user to learn how to text faster hence required friendly user interface.

**ESSENTIAL JOB DUTIES:**

* Building L2T mobile application with minor side application project for different companies.
* Offering assistance in the development of software development kits (SDK) in side projects.
* Crafting and editing of digital assets such as logos for L2T mobile application.
* Performing analysis and split testing for the mobile application.
* Conceptualizing user interfaces and user experience for L2T mobile application.
* Analysing, designing and programming of L2T mobile application.

Job Description- Roko Labs- L2T Gaming Mobile Application development Project.

**ESSENTIAL JOB DUTIES (Continued):**

* Integrating racing car gaming concepts with monster themes to create theme for L2T mobile application.
* Defining the requirements of L2T mobile application according to the gathered requirements and user experience designed.
* Providing the developing team with optimized Photoshop Documents (PSDs) for the L2T mobile application User Interface design.
* Producing wireframes and workflows.
* Analysing and documenting the application development procedures and processes for L2T project.

**REQUIRED SKILLS AND COMPETENCIES:**

* Knowledge of basic gaming themes especially racing cars.
* User Interface and User Experience design skills.
* Cross platform development including android, iOS and Windows platforms and knowledge in Application Programming Interface (API).
* Backend computing including Database Management Systems, memory allocation and database security.
* Skills in use of cross platform mobile development suites including Antenna, Java ME and Accounting-Management-Promotion (AMP).
* Competent skills in Object Oriented programming.
* Skills in modern programming languages including Java, Objective -C, C++, C#, Adobe Flash Lite and Maya Scripting Language (MEL).
* The basics of Operating Systems.
* Mobile media application marketing and deployment.
* Software troubleshooting and analytical skills.
* Graphics design and photography

Job Description- Roko Labs- L2T Gaming Mobile Application development Project.

**REQUIRED SKILLS AND COMPETENCIES (Continued):**

* Business expertise.
* Web application development and analytical skills in split testing (A/B testing).
* Good interpersonal skills with ability to self-expression.
* Good communication skills for proper demonstration and cooperation with tem members.

**WORKING CONDITIONS:**

L2T gaming application project was an involving project and most of the time I and my team were forced to make extensions I order to complete a day’s task. The general working conditions at Roko Labs for L2T gaming project were friendly and secure. Working hours varied a lot but the reporting hours was 8.00 am. The leaving hours depended in the weight of the task at hand but was never beyond 10.00pm.

**ADDITIONAL COMMENTS:**

L2T gaming application project was successful after several tests were conducted on the prototype through randomly selected users. While working on this project, assignment of duties did not vary much because the project was the company’s list of award projects. Managers at Roko Labs were determined to see the project complete successfully within the scheduled time scale. Every team member of the development team were mostly required to stick to their assigned duties. Personally, the project was one of the toughest I ever worked on since it required quite a lot of skills in mobile gaming.

**Job Description:**

**Roko Labs**

**Job Title:** Doodles Project

**Date:**

**Role:** Mobile App programmer

**Reporting to:**

**POSITION SUMMARY:**

Doodles Project was among the projects that I took part in while working at Roko Labs. The project was driven towards developing a mobile gaming application. It was a side project which I took part in. my duties on this project varied depending on the arising situation where my skills were found invaluable.

**ESSENTIAL JOB DUTIES:**

* Conceptualising new ideas for Doodles project.
* Crafting and editing digital logos and other assets.
* Performing split testing (A/B testing).

**REQUIRED SKILLS AND COMPETENCIES:**

* Knowledge of modern programing languages including Objective-C, Maya Scripting Language, Java, C#, and C++.
* Knowledge of basic gaming themes especially racing cars.
* User Interface and User Experience design skills.
* Cross platform development including android, iOS and Windows platforms and knowledge in Application Programming Interface (API).
* The basics of Operating Systems.

Job Description- Roko Labs- Doodles Mobile Application development Project.

**REQUIRED SKILLS AND COMPETENCIES (Continued):**

* Mobile media application marketing and deployment.
* Web application development and analytical skills in split testing (A/B testing).
* Software troubleshooting and analytical skills.
* Graphics design and photography.
* Good interpersonal skills with ability to self-expression.
* Good communication skills for proper demonstration and cooperation with tem members.

**WORKING CONDITIONS:**

Doodles mobile application project was a side project hence not quite involving as far as I was concerned. Reporting hours were basically from 8.00am but leaving time depended on other tasks at hand but never went past 7.00pm. The working environment was secure and coordinative team of developers.

**Other Training, Projects or Skills Acquired:**

**New York University**

**Description: Virtual Reality**

**Date:**

**Location: New York University**

**TRAINING SUMMARY:**

While training at Ney York University in Virtual Reality class, I trained Maya Scripting Language and Unity and the foundations of Objective-C programming language. This was a personal move as it was not part of the curriculum. This training equipped me with knowledge which played a great deal in creating my final year project. In my project, I built a Virtual Reality environment on Google Board which allowed a user to explore New York City through the eyes of various with different types of visions. Animal with visions used include flying birds with ultra violet vision and kangaroo and cockroach with a 360o vision.

**Other Training, Projects or Skills Acquired:**

**Manifest Destiny**

**Description: Private Event**

**Date:**

**Location:**

**PROJECT SUMMARY:**

Manifest Destiny was a project that I did for a private event. I created logos for SF travelling event based on customer preferences.

**Other Training, Projects or Skills Acquired:**

**New York University**

**Description: Solid Works**

**Date:**

**Location: New York University**

**PROJECT SUMMARY:**

While in New York University, I studied Solid Works which aided me to build over 200 mechanical engineering parts and steam engines in Computer-aided Design.

Cover Letter

**Your Name (largest font) Insert letterhead as in résumé**

Date of Cover Letter creation

Name and address of recruiter

Dear Recruiter OR Dear Sir or Madam:

RE: Position name and posting number

Please accept my enclosed resume for the job position of (State Position) as advertised on (State where advert was seen) on (State date advert was seen). Enclosed with the resume is my Transcript of Marks, Reference Page and recommendation letter from my previous employer.

I am a reliable person with aptitude to deliver quality job as required within scheduled time. From the different job descriptions I have previously worked on, my skills in the field of (State Position) are exceptional and invaluable. Coupled with my ability to multitask and work effectively in a team under minimum supervision, I have varied working experience in the field computing technology especially application development. I guarantee that I have what it takes to undertake all the tasks required of me in this job position.

I believed that my high level of training, experience and skills in modern computing technology will enable me to contribute towards developing your organisation to the level it is aspiring to achieve. I look further to meeting you in person to discuss more about my qualifications, skills and experience towards the position of (State Position). My personal mobile phone contact is (State Contact).

Thank you for your time and consideration.

Yours Sincerely/ Faithfully,

Insert handwritten signature after printing

Write your name here.

**Résumé**

**If there is a second page of résumé, place your name in the top left hand corner, and the page number in the top right hand corner.**

**Employment Experience or Related Experience**

Format the same as Practicum Experience – Begin with the company name and the location of the company. Underneath, place your job title or department name in bolded font, followed by your dates of employment on the right hand side of the paper. Use bullets to list and describe your job duties, and explain why your involvement was valuable. Relate it to your new job position if possible. When the job posting asks for specific skills and abilities, attempt to include their words in your explanations. Begin this portion with your most recent place of employment.

**Achievements or Accomplishments or Recognitions or Special Awards**

Recipient of the (applicable) award for high academic achievement. Place the award name, reason, organization, and date received.

**Additional Training or Additional Courses or Workshops or Professional Affiliations**

Course Name – Affiliate Organisation – Completion Date

**Voluntary Programmes or Community Involvement (if any, else do not include)**

(Comment-remove) This is an excellent way of showing your effective communication and interpersonal skills. It also shows that you are a determined person and driven by compassion to create change.

Your title – Organization name – Explain your main duties – Date volunteered

**Activities, Interests and Hobbies/ Extracurricular Activities**

This can be an excellent way establishing good rapport with the employer. Include activities and interests but avoid vague terms. Example as below:

* Active member of City Hockey Team.
* Playing football.
* Participate in swimming.

References

**Your Name (well visible font size) Your Personalized Letterhead**

**References**

Name

Position

Name of Organisation

Town, City

Telephone

Education-Diploma

**Attach a copy of your College Diploma (if any) and High School Diploma**

Reference Letter

Attach a copy of the reference letter from your previous employer if any. You mask your previous employer to add some specific skills which you are capable of offering and were found invaluable by their firm.

Community Involvement

**Community involvement**

Include your voluntary and community involvement if any in a list format as in Example below.

St. John’s Kids Camp, Orangeville, ON – Fundraising Committee – 2012-present.

Associations and memberships

**Associations and Memberships**

List your memberships stating type of membership (if any, if none remove this section)

**Work samples**

**Work and Skills Samples**

**Index**

Create an index of your work samples by name as in example below.

Software

Writing samples

Photographs

Drawings

Place print outs, screenshots and photographs of your work samples as listed in the Index above in a few more pages.

**Work philosophy**

**Work Philosophy**

I am a dedicated person with strong working values. I respect all the conditions, rules and regulations of my employers. I seek to increase my knowledge and skills in the field of modern computing technology to solve everyday problems through science.

**Career Goal**

**Career Goal**

As a dedicated person with problem solving orientation, I would like to expand my diversity in the field of computing technology and attain the position of (State the top position in the firm requiring skills as your field of specialisation).

**Values**

**Values**

Include what you believe drives you in the place of work or philosophy of work, as in example below.

* I believe that excellence in performance includes a lifelong commitment toboth formal and informal learning.
* Time and compensation factor does not limit job well done and pursuit of excellence.
* Various difficulties and challenges in the place of work leads to opportunities for growth, authority and responsibility.
* Provision of service to clients and customers is purely based on empathy, acceptance and the desire to transform the society into a better place.