Applicant's Name

Address: (Write complete address here)
Email: (Write email address here)
Mobile: xx-xxx-xxx-xxx

_____

1. CURRENT JOB DETAILS

Detailed Duties, Functions and Responsibilities (DFR)

Name of company/institution
Date started – Date ended
- *(Specify your duty)*

Detailed Description of each function -

✓ Specific function 1
✓ Specific function 2
✓ Specific function 3

Other functions –

➢ **General Summary of Skills -**

- Skill 1
- Skill 2
- Skill 3

➢ **Other Relevant Information (Optional)**

Any information that may add to your expertise in the field you mentioned above. Be specific as this can add to the overall score.

2. EDUCATION

Date started – Date completed – (Name of Institution)
(Address or location of institution)

■ Name of educational program or degree, if applicable
Main focus – Give short description of the program. If not completed, mention it.

Date started – Date completed – (Name of Institution)
(Address or location of institution)

■ Name of educational program or degree, if applicable
Main focus – Give short description of the program. If not completed, mention it.

Date started – Date completed – (Name of Institution)
(Address or location of institution)

■ Name of educational program or degree, if applicable
Main focus – Give short description of the program. If not completed, mention it.

Date started – Date completed – (Name of Institution)
(Address or location of institution)

■ Secondary Education
■ Mention awards and other skills you had during your studies.

Date started – Date completed – (Name of Institution)
(Address or location of institution)

■ Elementary Education
■ Mention awards and other skills you had during your studies.

TRAININGS and PROFESSIONAL DEVELOPMENT SEMINARS

- ✓ **Date covered – Title of training or seminar, and location, and sponsor or organizer**
  - Brief description as what was learned and skills acquired in the training.
  - Describe your role and other participations and contributions you made.

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AWARDS

- **Date - Graduated Valedictorian | Elementary education | Location or address**
- **Date - Graduated Valedictorian | Secondary education | Location or address**
- **Date - Gold Medal | Name of institution | Brief description of award**
- **Date - Silver Medal | Name of institution | Brief description of award**
- **Date - Academic Award | Name of institution | Brief description of award**
- **Date - Academic Award | Name of institution | Brief description of award**

COMPETENCIES & INTERESTS

- **English Ability:**

  - IELTS Band Score – **Score (Date), if applicable and available**
  - TOEIC Score - **Score (Date), if applicable and available**
  - **Other English proficiency skill descriptions or test/training you have taken up.**

- **Computer Skills**
  (The following skills can be included and should be documented or accompanied by evidence to gain score/points. An existing website or other online publication can be one. These can also be included in the COE and DFR/DJD certified by your employer)

  - cPanel website server management
  - Web Hosting administration
  - WordPress and other CMS website builder/construction system
  - Microsoft Office (2003, 2007, 2010, 2013, 365)
  - Linux OS (Server, Ubuntu and Linux Mint)
  - Microsoft OS (Windows XP, Windows 7, Windows 10)
  - Windows Server 2012 (Administrative level)
  - Computer Networking Architecture
  - Security (CCTV) camera and devices setup and maintenance (Analog and IP cameras)
  - Computer construction/assembly
  - ICT forensic, disaster management and data recovery
  - Cloud backup system (Google Drive Storage and Dropbox Backup)
  - Google Workspace administration

- **Others**
  The following are examples that can be added. Please do not copy what you don't have.
  - Musical instrument (Guitar and Rondalla instruments)
  - Music interests (Country and Slow Rock)
  - Choir organization
  - Musical symbol reading
  - Amateur chess player
  - Mechatronics application
  - Machine design
  - Driving

I certify that the above information are true and correct to the best of my ability.

Your name with your signature
Date prepared and signed (Example: January 1, 2022)
Your location (Example: Tondo, Manila)

Important: The texts in red should be edited according to the information about you. The texts in blue are samples and should be edited with information that matches your circumstances and experiences.