****

**FIRSTNAME MI. LASTNAME**

< Address >

< Contact no >

< Email (must be a formal email e.g. juancruz@yahoo.com) >

**OBJECTIVE**

<for your objective, please specify that you are applying for **an On-The-Job training** program>

**EDUCATIONAL BACKGROUND**

**TERTIARY**

**20\_\_ –Present STI COLLEGE CALOOCAN**

< Complete Course Title >

**SECONDARY**

**20\_\_ - 20\_\_ <HIGH SCHOOL NAME>**

High School Diploma

**WORK EXPERIENCE** <If Applicable only, order by latest **>**

**20\_\_ - 20\_\_** < Job Title >

< Job Description >

**20\_\_ - 20\_\_**  < Job Title>

< Job Description >

**SKILLS AND ABILITIES**

* < Insert your skills and abilities here. >
* < Insert your skills and abilities here. >
* < Insert your skills and abilities here. >

**EXTRA-CURRICULAR ACTIVITIES** <order by latest >

20\_\_ < Event/Organization Name >

< Participation / Position / Awards >

20\_\_ < Event/Organization Name >

< Participation / Position / Awards >

**CHARACTER REFERENCES:**

**<NAME> <NAME>**

<Company> <Company>

<Designation> <Designation>

<Contact no> <Contact no>