

RÉSUMÉ TEMPLATE

Your résumé is your primary marketing piece. Its primary purpose is to kindle employer interest and generate an interview. It provides the evaluator with a snapshot of who you are, and what you can do for their company. Thus, it is necessary to know what and how information should appear on your résumé.

First Second M. Last

Room and Building, Street Address, Subdivision, Barangay Municipality/City ZIP

Permanent Address: Room and Building, Street Address, Subdivision, Barangay Municipality/City ZIP

+632 xxx xxxx (H); +639xx xxx xxxx (M) / username@domain.com

OBJECTIVE: Your job objective should give your employer a clear idea of what kind of position you are after and what they can expect from you. Use strong words; indicate the field of practice or specific division in the company you would like. Be brief, but include special skills this position would need.

EDUCATIONAL ATTAINMENT

2006 to present **College of Engineering, University of the Philippines - Diliman**

Bachelor of Science in [degree] Engineering

- Academic/research oriented competition(s), honors standing, GWA
- Department-given award(s), extra-curricular awards
- Experience presenting in seminars/symposia

2002 to 2006 **Name of High School**

- Consistent Honors Student, etc.
- Leadership positions in varsity teams, social clubs or associations, etc

WORK EXPERIENCE

2008 to 2009 **Name of department/division and company interned in or worked for**

- If recruitment or employment was a contest/competition, describe how you got the position.

- Describe a specific project or undertaking you took part in. Detail leadership roles you had to fill, if any. Describe scope of work
- Supporting details or other activities you did, learning you gained, training received over the course of the internship period

2007 to 2008 **Title of Major project or Thesis**

- Describe the thesis/research and the bottom-line conclusion.
- Mention if you presented it outside of your thesis class/departments adviser group.
- Mention any further developments or implementation you have pursued for the paper after writing it

CO-CURRICULAR ACTIVITIES

School Organization 1

Position 1 (month 2009-present) – Details, scope of work and influence

Position 2 (month 2008-month 2009) – Details, scope of work, major projects/events

Outside Organization or Youth Group

Position 1 (month 2009-present) – Details, scope of work, impact to a social cause

Position 2 (month 2008-month 2009) – Details, scope of work, etc

OTHER DATA

Describe other skills or talents or things you are known for. Describe proficiency in software applications, communication skills, etc. Describe hobbies, other activities, things you do outside of academic work. Describe how you pass your time.