

Resume Guide

- **Heading**
- **Objective**
 - Professional/Career Goal(s)
 - Include Next Employer's Aspiration(s)
- **Summary**
 - Executive Brief Of Major Strengths, Combination Of Skills/Abilities, Experiences
 - Benefits Tailored To The Position In Question.
- **Personal Particulars**
 - Name
 - Date of Birth/Age
 - Contacts (Address, Email & Numbers for Work/Home/Cellular)
 - Marital Status & Children
 - Race
 - Nationality/ies
 - Language Proficiencies
- **Education Qualifications**
 - Reverse Chronology
 - Course
 - Graduation/completion Year
 - Institution
- **Professional Certifications/Training**
 - Reverse Chronology
 - Course
 - Graduation/completion Year
 - Institution
- **Awards/Commendations/Prizes/Publications**
- **Professional Affiliations/Civil & Community Leadership**
- **Career Details**
 - Reverse Chronology
 - Duration: Month/Year, Start/End
 - Consolidated
 - Organisation
 - Industry/Focus
 - Title(s)
 - Major Role & Responsibilities
 - Accomplishments
 - Reason(s) for Change
- **Personal Interests & Hobbies**
- **Referees**