**RESUME FORMAT**

**POSITION NOMINATED:**

|  |  |  |
| --- | --- | --- |
| **PERSONAL INFORMATION:** | | |
| **NAME** | : |  |
| **ADDRESS** | **:** |  |
| **DATE OF BIRTH** | **:** |  |
| **BIRTHPLACE** | **:** |  |
| **SEX** | **:** |  |
| **HEIGHT** | **:** |  |
| **WEIGHT** | **:** |  |
| **MARITAL STATUS** | **:** |  |
| **CITIZENSHIP** | **:** |  |
| **SPOKEN AND WRITTEN LANGUAGE** | **:** |  |
| **EDUCATIONAL BACKGROUND:** | | |
|  | | |
| **LIST OF ATTENDED COURSE/TRAINING:** | | |
|  | | |
| **CERTIFICATION AVAILABILITY:** | | |
|  | | |

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| **RELEVANT WORKING EXPERIENCE:** |
| **EMPLOYER:**  **PERIOD:**  **DUTIES AND RESPONSIBILITY:**  **SUCCESSFUL JOB:** |