



RESUME CHECKLIST

GOT THE FOLLOWING COVERED?



PROFILE - Name & Contact Info

Example:
"Ms. Nic Moe; Email:
nic.moe@email.com;
Contact No: 87654321 (Mobile)"



CAREER SUMMARY - Brief Description of Relevant Attributes & Characteristics

Example:
"Patient and professional in responding to customer needs, and always treating all with dignity and respect."



SKILLS - Soft Skills & Technical Skills

Example:
"Adept at conflict resolution and Negotiation;
Proficient in MS Word and Excel"



ACCOMPLISHMENTS - Awards & Achievements

Example:
"Team Lead for Project ABC and Nominated for Best Project in 2022"



WORK EXPERIENCE - Chronological Listing of Employment History (Starting with Most Recent)

Example:
"2017 - Present: Project Manager, Company ABC - Handling Projects for Banks & Insurance-related Services..."



EDUCATION & TRAINING - Qualifications & Training Courses (Relevant to Job Role)

Example:
"Diploma in Accountancy, NP; Conflict Resolution Certificate, ABC College"

ALL THE BEST!

