

Sample Resume
Name
Address
Telephone #
Email address

HIGHLIGHTS OF SKILLS AND QUALIFICATIONS

- Over 10 years of experience in ...
- Strong background in
- Proven leader who takes initiative
- Professional communication skills include fluency in English and Mandarin
- Recent graduate of ... (or) B.Sc. in ...
- Computer skills include: - MS Word - MS PowerPoint
 - MS Access - Internet / Email

EMPLOYMENT HISTORY

Electrical Engineer Jan 2020 – Jan 2021
Company Name, City, Country

- Conducted research into the feasibility, design, operation and performance of electrical generation and distribution networks
- Designed electrical and electronic circuits, components, systems and equipment
- Supervised and inspected the installation, modification, testing and operation of electrical and electronic systems and equipment
- Investigated electrical or electronic failures
- Developed maintenance and operating standards for electrical and electronic systems and equipment
- More...
- More...

Computer Programmer Jan 2018 – Jan 2020
Company Name, City, Country

- Created, tested, debugged, documented and implemented client-tracking software for the ETC Bank of Manila utilizing skills in C++ and Visual Basic 4
- Worked directly with end-users to maximize efficiencies and user-friendliness

- Employed strong communication skills to “Train the Trainers”
- Maintained existing computer programs by making minor modifications as required

Customer Service Representative

Sept 2015 – Dec 2017

Company Name, City, Country

- Knowledgeably answered inquiries from customers in person and on the phone
- Investigated and solved any customer concerns
- Accurately processed financial transactions using computerized cash registers in a fast-paced environment
- Earned “Quality Service” award twice
- Quickly learned to use the inventory control computer system
- More...

EDUCATION

Introduction to Computers

April – September 2014

ATA Computer Institute

- MS Word, Excel and Windows
- Internet / Email
- AccPac
- dBase IV

Bachelor's Degree in Computer Science

2010 – 2014

University of ...

CXCs

St Lucy Secondary School

2002 – 2008

CXC - list

VOLUNTEER WORK

Library Assistant

2010 – Present

REFERENCES

1. Name
Title
Company
Phone Number
2. Name
Title

Company
Phone Number
