**PERSONAL INFORMATION**

Name: Name

Gender: Male / Female (Year of Birth)

Contact Number:

Email Address:

**EDUCATION**

\* List your educational information from the newest to the oldest.

\* Write out the full name of your degree; also list Minors and Concentrations.

**MM.YYYY ~ MM.YYYY University 1**

Major

**MM.YYYY ~ MM.YYYY University 2**

Major

**WORK EXPERIENCE**

\* List your work experience from the newest to the oldest.

**MM.YYYY ~ MM.YYYY** **Company 1 City, Country**

**Job Title / Department / Division**

* Job Description

**MM.YYYY ~ MM.YYYY** **Company 2 City, Country**

**Job Title / Department / Division**

* Job Description

**OTHERS**

\* Write down your additional information if necessary.

\* Following categories are not mandatory

**Skills**

* Languages
* Computer Skills
* Etc.

**License / Certificate**

**Training**

**Honors / Awards**

**Overseas Experience**

**Military Service**

**Others**

**COVER LETTER / SELF-INTRODUCTION**

\* Include your Cover Letter or Self-introduction here if necessary.

\* This may be mandatory upon corporates you apply.