**[Your Name]**

**[Address]**

**[Mobile Number]**

**[Email address]**

**KEY ACHIEVEMENTS**

* Explain the details of group presentations that you have led, presented etc.
* Fill in any achievement from school, part-time experience, or volunteering or extra-curricular activities.
* Include a list of 4-8 achievements

**EMPLOYMENT EXPERIENCE**

Write your most recent employment first

**[Title Held], [Name of Company] [Starting Date] – [Ending Date]**

* Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved performed etc.
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**EDUCATION & CERTIFICATION & TRAINING**

Education:

[University name], [Dates] (if any)

Certification:

[Certificate Name], [Issuing Organization], [Date of Issue] (if any)

Training:

[Name of the Event], [Name of the Organization], [Participated Date] (If any)

**CORE SKILLS**

* Include details of all skill you have that you can offer potential employers.
* Example: IT Skills: Microsoft Office: Software Systems

**ENGLISH PROCIENCY LEVEL**

* We are a global company so we require you to have good communication skills in English
* What is your speaking ability? (Beginning, Intermediate, Advanced)
* What is your writing and reading comprehension ability? (Beginning, Intermediate, Advanced)

**INTERESTS**

* What are some of your interests you can use to highlight your skills?

(E.g. I’ve joined a soccer team and my teamwork skills improved significantly.)

**GAME PLAYING EXPERIENCE**

* How is your gaming ability?
* What genre of games do you enjoy playing and why?
* What is the name of the game you’ve recently played and why?

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