

1. Resume Summary: Personal Statement / Objective Statement

2. Contact Information

- Name
- Phone number
- Current Location (City, State, Zip Code)
- Email Address

3. Work Experiences

- Company
- Job location
- Your job title
- Salary
- Start and end dates
- Responsibilities and duties

4. Education

- Name of Institution
- Degree
- CGPA / GPA
- Years Attended

5. Skills & Specialties

- Level of Expertise
- Projects in which the skills were utilized (optional)

6. Extra Curricular Activities

- Activity
- Year joining
- Accomplishment

7. Awards & Accomplishments (Optional)

8. Spoken Languages

- English
- Malay
- Chinese Mandarin
- Indian languages (e.g. Tamil. Hindi. etc)
- Native Languages (e.g. Iban. Bidayuh. etc)
- Other Foreign Languages

9. References

10. Expected Salary