Recent Photo [optional]

YOUR NAME

Blk 80 Ulu Drive #10-80 Singapore 460080 8115 5118 (mobile) myname@gmail.com

OBJECTIVE

[Tip: Ensure your objective is succinct and specific and in line with the contents of your resume. You may also include headers or key words used in the job advertisement.]

PROFESSIONAL PROFILE

[Tip: Categorise your professional experience and skills. Where necessary, highlight and quantify your accomplishments. Also include other relevant skills.]

E.g Human Resource Development and Training

- Designed and implemented employee incentive programmes to increase productivity and customer satisfaction
- Spearheaded organisational excellence movement and leadership development programme
- Reduced absenteeism and tardiness by 25%, increasing productivity and service quality

[Field or area of accomplishment]

WORK HISTORY

[Tip: When listing work history, begin with the most recent job first.]

E.g The WP Group, Human Resources Manager, June 2005 - present [Company Name], [Job Title], [Dates of employment]

EDUCATION

E.g Oxford University, Bachelor of Human Resource Management, 2003 [Name of Institution], [Degree/Qualification obtained], [Year of completion]

PROFESSIONAL QUALIFICATIONS

E.g Graduate diploma in Communications, Murdoch University, 2006

REFERENCES

References are available on request.