

YOUR NAME

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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 EXPERIENCE

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

SATC Pte Ltd **October 2007 – present**
Senior marketing executive

Key achievements:

[Tip: Concentrate on on-the job accomplishments. Quantify them with numbers and figures.]

- E.g Increased sales by 15% within 6 months of service
- XX
- XX

Job responsibilities:

[Tip: Use bulleted short sentences and action words like 'monitored', 'managed', 'developed'. Prioritise them by importance, impressiveness and relevance.]

- E.g Developed and managed business strategies to support short to long term business growth goals
- XX
- XX

Company Name	Period of Service
<i>Job Title</i>	

Key achievements:

- XX
- XX
- XX

Job responsibilities:

XX
XX
XX

EDUCATION	Institution	Year of completion
	Qualification(s) attained	
	E.g National University of Singapore	2002
	Bachelor of Arts (Hons)	

PROFESSIONAL QUALIFICATIONS	E.g Graduate degree in psychology, Chicago Business School, 2006
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SKILLS	E.g Microsoft Office, Dreamweaver, Adobe [Tip: Include skills such as technical, language or other skills relevant to the job applied]
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REFERENCES	Provided upon request.
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