|  |
| --- |
|  |
| **Resume (Experienced □)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3cm x 4cm  Photo taken within the last 3 months |  | **Desired field, position** |  | **Desired annual salary** |  |
|  |
|  | **Name** |  | **Date of Birth** | (years old) |
| **E-mail** |  | **Mobile No.** |  |
| **Address** |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Objective** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Education** | | | | | | | | | | | | |
| **Name of school** | | **Location** | | | **Major** | | | **GPA** | | **Enrollment period** | | |
|  | |  | | |  | | |  | |  | | |
|  | |  | | |  | | |  | |  | | |
|  | |  | | |  | | |  | |  | | |
| **Work Experiences** | | | | | | | | | | | | |
| **Company** | | **Work in charge** | | | | **Final position** | | | **Contract type** | | | **Employment period** |
|  | |  | | | |  | | |  | | |  |
|  | |  | | | |  | | |  | | |  |
|  | |  | | | |  | | |  | | |  |
|  | |  | | | |  | | |  | | |  |
|  | |  | | | |  | | |  | | |  |
| **Selected Honors & Certification** | | | | | | | | | | | | |
| **Qualification and license** | | | **Issuing institution** | | | | **Date of acquisition** | | | | | |
|  | | |  | | | |  | | | | | |
|  | | |  | | | |  | | | | | |
| **Skills** | | | | | | | | | | | | |
| **Word** | **Auto CAD** | | **Photoshop** | **PPT** | | | **Excel** | | | | **llustrator** | |
| Good, Moderate, Poor | Good, Moderate, Poor | | Good, Moderate, Poor | Good, Moderate, Poor | | | Good, Moderate, Poor | | | | Good, Moderate, Poor | |
| **Extracurricular Activities** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The details that I have personally indicated in this application form are true and I will not raise any objections if the qualification or employment is cancelled or terminated in the event that falsifications have been confirmed in the future. | | | | |
| Prepared on: |  |  | Prepared by: | (Seal) |

|  |
| --- |
|  |
| **Cover Letter** |

|  |
| --- |
| **1. Describe your executive ability performance and your thoughts thereon in detail.(Within 300 words)** |
|  |
| **2. Describe a performance achievement that you have achieved with your competence and the organization's operation.**  **(Within 300 words)** |
|  |
| **3. Describe a performance achievement that was achieved with the competence of an individual and the information   power of the organization based on cooperation through communication.(Within 300 words)** |
|  |
| **4. Describe a performance achievement that achieved an objective per agenda and per situation due to your judgment(Within 300 words)** |
|  |
| **5. List your method of making use of time during social life in the order of importance.(Within 300 words)** |
|  |