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| **Resume (New □)** |

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| 3cm x 4cm  Photo taken within the last 3 months |  | **Desired field** | **1st preference** |  | **2nd preference** | |  | | **3rd preference** |  |
|  | **Name** |  | | | **Date of Birth** | | (years old) | | |
| **E-mail** |  | | | **Mobile No.** | |  | | |
| **Address** |  | | | | | | | |

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| **Objective** | | | | | | | | | | | | |
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| **Education** | | | | | | | | | | | | |
| **Name of school** | | **Location** | | | **Major** | | | **GPA** | | **Enrollment period** | | |
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| **Work Experiences** | | | | | | | | | | | | |
| **Company** | | **Work in charge** | | | | **Final position** | | | **Contract type** | | | **Employment period** |
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| **Selected Honors & Certification** | | | | | | | | | | | | |
| **Qualification and license** | | | **Issuing institution** | | | | **Date of acquisition** | | | | | |
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| **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** | | | | | | | | | | | | |
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| 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) |

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| **Cover Letter** |

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| **1. Describe the course of efforts that you have made so far to achieve your desired goal, what you have learnt and felt, your advantages and disadvantages based on actual experiences.(Within 300 words)** |
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| **2. Describe experiences or cases that display earnest desire and tenacity.(Within 300 words)** |
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| **3. Describe how you came to know about KG, why you applied, how determined you are and what role you're willing to play. - Within 300 words.** |
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| **4. Describe what the most difficult experience in your life has been so far, how you overcame it and describe which thoughts and standards were used to make decisions at the crossroads based on this case. (Include what result or outcome you would have obtained consequently had you made another choice, what you did well and what you could have done better at the time)(Within 300 words)** |
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| **5. Describe the best decision and the most regrettable decision that you've made so far and what choice you'd make if you were in the same situation and why. (Social (school) life and not family relationships)(Within 300 words)** |
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| **Cover Letter** |

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| **6. Describe what you think the most important value is in life, at work, as an individual, as a member of KG, and why you think so.(Within 300 words)** |
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| **7. Describe the need for collaboration in an organization and the ways of achieving the motivation for collaboration. (Within 300 words)** |
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| **8. Describe a detailed method of persuading against an opinion that is contrary to (or different from) yours, the lessons learnt in the process and the outcome. (Within 300 words)** |
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| **10. Describe your thoughts on KG's philosophy of action, "Endless thought", "Endless transformation", "Endless challenge". (Within 300 words)** |
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| **11. Promote yourself so that you'd be employed. (Within 300 words)** |
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