

**SAMPLE RESUME 1**

Include personal information such as your full name, age, current address and contact numbers.

**SITI NUR LYANA AHMED**

116 Jalan Selaseh 15, Taman Selaseh Fasa 2, 68100 Batu Caves, Selangor  
 Email: lyana.a@yahoo.com.my Phone: (019) 7920 427

**EDUCATION**

- Bachelor in Business Management and Multimedia, Universiti Teknologi Mara (UiTM), Class of 2009, CGPA 3.74
- Diploma in Business Management, Kolej Poly-Tech MARA, Kuala Lumpur Campus, Class of 2006

**AWARDS AND ACHIEVEMENTS**

- Community Service Achievement Award, 2008
- Outstanding Student Award in Marketing, 2007
- Top 10 in the Annual Run for Cancer event, 2006

Include your education and qualifications, and any work experience you may have.

**RELEVANT COURSEWORK**

- Advanced Multimedia Design work
- Business Management for Pre-graduates, Marketing and Advertising

**PART TIME WORK EXPERIENCE**

- **Iktimera Sdn Bhd, Project Management Intern, Shah Alam, November 2008 – April 2009.**  
Organised and implemented a launch to test 12 new magazine offers in retail outlets, resulting in a test result of 25 percent increase in incremental sales.
- **University Help Desk, Student Lab Consultant, UiTM, 2007 – 2009.**  
Managed the Campus lab – served as consultant to computer usage issues and troubleshooting system errors.

**ACTIVITIES**

- **International Student Committee, Secretary, UiTM, 2007 – 2009.**  
*Initiated a re-organization project of the international student archives of past events and performances.*
- **Arts and Culture Club, Active Member, UiTM, 2007 – 2009.**  
*Planned and performed traditional dances in student events throughout the semesters.*
- **Head of Events for KPTM Carnival, Kolej Poly-Tech MARA, 2005 – 2007.**  
*Head in the planning and coordination of student events at KPTM.*

**SPECIAL SKILLS**

Languages: Fluent in written and spoken English, Malay.  
 Basic proficiency: Mandarin, Japanese & French.  
 Environments: PC/Macintosh, Windows and Microsoft Office, Linux, Business Objects

Mention special skills such as foreign languages, computer environments, etc.

**REFERENCES**

Available Upon Requests

**SAMPLE RESUME 2**

**PERSONAL PARTICULARS**

**Full Name:** SITI NUR LYANA AHMED  
**NRIC:** 851124-01-5094  
**Address:** 116 Jalan Selaseh 15, Taman Selaseh Fasa 2, 68100 Batu Caves, Selangor  
**Telephone:** +603-6189 5097  
**Handphone:** +6019-7920 427  
**Email:** lyana.a@yahoo.com.my  
**Date of Birth:** 11 November 1985  
**Sex:** Female  
**Marital Status:** Single  
**Nationality:** Malaysian  
**Health:** Excellent  
**Interests:** Camping, Travelling, Bowling, Swimming  
**Languages:** English & Malay – Fluent in written & spoken  
 Basic Proficiency in Mandarin, Japanese & French

Use clear and concise language.

**EDUCATION**

2006 – 2009: B.A. in Economics, Wesleyan University GPA 3.74  
 2005 – 2006: Kolej Poly-Tech MARA, Kuala Lumpur Campus

**RELEVANT COURSEWORK**

- Advanced Multimedia Design work
- Business Management for Pre-graduates, Marketing and Advertising

**AWARDS AND ACHIEVEMENTS**

2008: Community Service Achievement Award  
 2007: Outstanding Student Award in Marketing  
 2006: Top 10 in the Annual Run for Cancer event

Make use of action verbs like 'pioneered, innovated, initiated, managed, organised, analysed, implemented, planned, performed, assisted', etc.

**ACTIVITIES**

2007-2009: **International Student Committee, Secretary, UiTM**  
*Initiated a re-organization project of the international student archives of past events and performances.*

2006-2009: **Arts and Cultures Club, Active Member, UiTM.**  
 Planned and performed traditional dances in student events

2005-2007: **Head of Events for KPTM Carnival, Kolej Poly-Tech MARA.**  
 Head in the planning and coordination of student events at KPTM.

**COMPUTER SKILLS**

PC/Macintosh, Windows and Microsoft Office, Linux, Business Objects

**REFERENCES**

Available Upon Requests

Check spelling and grammar, and have someone proof read a printout.