

**RESUME FOR SOUTH WEST LONDON PATHOLOGY**  
**APPLICANTS -**  
**INSTRUCTIONS FOR COMPLETION**

The format presented here must not be amended by applicants except to add additional information and only a printed A4 size resume is accepted. Please mark all non-applicable items 'N/A'. Dates must be stated as follows: 08 March 2012, not 03/08/2012; February 2013, not 02/2013

Please place here a recently taken 2"x2" professional photograph.

**PERSONAL INFORMATION**

Name :  
 Current Address :  
 Mobile Number :  
 E-mail Address :  
 Skype ID :  
 Age :  
 Date of Birth :  
 Civil Status :  
 Sex :

Your name must be stated precisely as on your passport - Family Name, First Name and Middle Name(s).

**EDUCATION (FOR YOUR COLLEGE DIPLOMA, PLEASE INDICATE IF YOU GRADUATED CUM LAUDE OR HIGHER, IF APPLICABLE):**

**MASTERS**

Degree :  
 Name of University :  
 Full Address :  
 Period Attended : From Month/Year to Month/Year  
 Date of Graduation : Day/Month/Year

If you have begun, but not completed a Master's Degree, the number of units earned must be stated.

**COLLEGE**

Diploma :  
 Name of University :  
 Full Address :  
 Period Attended : From Month/Year to Month/Year  
 Date of Graduation : Day/Month/Year  
 Honor :

**Note:**  
 Every educational institution you have attended for your Elementary, High School and College must be listed in this section. Please indicate if you graduated Cum Laude or higher. Please add additional sections as required, for example, an additional Elementary school.

**SECONDARY**

Name of School :  
Full Address :  
Period Attended : From Month/Year to Month/Year

**ELEMENTARY**

Name of School :  
Full Address :  
Period Attended : From Month/Year to Month/Year

**LICENSING/CERTIFICATION****Philippine Board of Medical Technology:**

PRC ID No.:

**Date of Issue of first PRC license** - Day/Month/Year:

Date of Expiration of current License - Day/Month/Year:

**Other License:**

Title:

License No.:

Date of Issue:

Date of Expiration:

**UKVI IELTS SUMMARY:**

Type of Test:

Date of Test:

Overall Test Score:

Listening Score:

Reading Score:

Writing Score:

Speaking Score:

**Note:**

1. If you are holding a current UKVI Academic IELTS test result which meets the minimum HCPC requirements, please place your overall score, your individual component scores and the date of the test here.
2. If your test scores do not meet the minimum requirements, or if they have expired, please do not place them on your resume. Instead simply enter N/A.
3. Do not place any other test information here, such as a date set to take a test.

## DETAILED EMPLOYMENT HISTORY (MOST RECENT FIRST):

This section of your resume must be very carefully completed and must include the **full** period of your employment in strict chronological order. **You must include your hospital/organization working experience in the precise format below.**

Name of Hospital/Organization:  
Full Address:  
Brief Description of Hospital/Laboratory Service:  
Job Title:  
Employment Period (From DD/MM/YY to DD/MM/YY):  
Brief Job Description:  
(Please include the size and type of population served)

Note:  
The description of the hospitals/organization you have worked in should not be more than six lines and must include the number of officially authorized beds and JCAHO/ISO accreditation, if applicable.

## EXTENT OF DETAILED SPECIFIC EXPERIENCE GAINED

In this section, it is essential that you provide very precise details of the specific experience you have gained in various sections of a laboratory.

## ANALYZERS USED AND SPECIFIC TESTS CARRIED OUT ON A REGULAR BASIS:

Maximum of half a page and should be related to the specific experience gained.