

RIGHT GROUP
INSTRUCTIONS FOR RESUME COMPLETION

Please ensure that you maintain the 'Verdana 10' font style and size for all text, other than your name and please delete all non-applicable items from your resume. Dates of employment must be stated as follows: '08 March 2012 to present', not '03/08/2012 to present'. Periods of education must be stated as 'June 2012 - March 2016' and not '06/2012 - 03/2016'. Please note that only an A4 size resume is accepted.

Please place here a recently taken, original colored photograph, with a white background,

Your name must be stated, centered, at the top of the page in 'Verdana 14' font, in block capitals and must be precisely as that stated in your passport - Family Name, Given Name(s) and Middle Name.

PERSONAL INFORMATION:

Current Address:
Mobile Number:
WhatsApp number: **MANDATORY**
E-mail Address:
MS Tems Display Name: **MANDATORY**
Date of Birth:
Civil Status:
Gender:

EDUCATION:

COLLEGE

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

SECONDARY

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

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

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

DELETE ANY OF THE ABOVE SECTIONS WHICH ARE NOT BEING UTILIZED

ADDITIONAL RELEVANT ACADEMIC/TECHNICAL QUALIFICATIONS:

If no data is being entered, mark 'N/A'.

WORK HISTORY FROM THE PRESENT DATE DOWN TO THE DATE OF GRADUATION:

Name of Employer:
Full Address:
Job Title:
Period of Employment: (From DD/MM/YY to DD/MM/YY)
Brief summary of work performed:

Name of Employer:
Full Address:
Job Title:
Period of Employment: (From DD/MM/YY to DD/MM/YY)
Brief summary of work performed:

Name of Employer:
Full Address:
Job Title:
Period of Employment: (From DD/MM/YY to DD/MM/YY)
Brief summary of work performed:

DELETE ANY OF THE ABOVE SECTIONS WHICH ARE NOT BEING UTILIZE

GAPS IN EMPLOYMENT HISTORY GREATER THAN SIX MONTHS – EXPLANATION:

If no data is being entered, mark 'N/A'.

DETAILS OF ANY ADDITIONAL INFORMATION/TRAINING/EXPERIENCE TO SUPPORT YOUR APPLICATION:

If no data is being entered, mark 'N/A'.

NON-PROFESSIONAL DRIVER'S LICENSE:

License No.:

Date of Issue: (Day/Month/Year):

Restrictions (2, 4, B):

You need to clearly state on your resume that you are an experienced driver

PROFESSIONAL REFERENCES:

Name:

Job Title:

Name of Organization:

Mobile No.:

E-mail Address:

REFERENCES MUST BE FROM INDIVIDUALS WHO HAVE OVERSEEN OR SUPERVISED YOUR WORK. THEY CANNOT BE FROM PEER WORK COLLEAGUES.
AN E-MAIL ADDRESS IS MANDATORY

Name:

Job Title:

Name of Organization:

Mobile No.:

E-mail Address:

PLEASE DO NOT LEAVE LARGE BLANK SPACES BETWEEN THE VARIOUS SECTIONS OF YOUR RESUME. PLEASE MAKE SURE TO EDIT YOUR RESUME PROFESSIONALLY, BEFORE SUBMISSION.