

THOMASIAN RESUME FORMAT

Format

Font: Century Gothic
Font size: 11 (14 for Name only)
Picture: pasted (Formal picture)
Spacing: Single (Double in between major divisions)
Pages: 2 (maximum)

NAME

Address

Contact Information (Landline no./Cellphone no./E-mail)

Power Statement / Career Objective (*no heading*)

- less than 25 words
- characteristic + position desired + what you can contribute to the company
 - dynamic, honest, committed Thomasian seeking a position in your company

EDUCATION

University of Santo Tomas Inclusive Dates

Course

Honors Received (if any)

Name of School Inclusive Dates

Secondary Education

Honors Received (if any)

WORK EXPERIENCE / TRAININGS ATTENDED

Company Inclusive Dates

Position

- duties / responsibilities
- always start with a verb
- past tense form

EXTRA-CURRICULAR INVOLVEMENT

Organization

Position

Inclusive Dates

- college organizations only
- may include organizations outside of the university
- accomplishments in the organization

SKILLS

- bullet form
- hard skills first
 - communication skills (written and oral)
 - computer language / technical skills
 - languages
- soft skills
 - teamplayer
 - leadership
- use words such as, excellent, above-average, proficient, knowledgeable
- list skills relevant to the position

SEMINARS ATTENDED

Title, Organization, Institution, Date

REFERENCES

Name

Designation, Company

Office No.