

YOUR NAME

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OBJECTIVE

[Tip: Ensure your objective is succinct and specific and in line with the contents of your resume. You may also include headers or key words used in the job advertisement.]

PROFESSIONAL EXPERIENCE

[Tip: When listing work history, begin with the most recent job first.]

SATC Pte Ltd **October 2007 – present**
Senior marketing executive

Key achievements:

[Tip: Concentrate on on-the job accomplishments. Quantify them with numbers and figures.]

- E.g Increased sales by 15% within 6 months of service
- XX
- XX

Job responsibilities:

[Tip: Use bulleted short sentences and action words like 'monitored', 'managed', 'developed'. Prioritise them by importance, impressiveness and relevance.]

- E.g Developed and managed business strategies to support short to long term business growth goals
- XX
- XX

Company Name	Period of Service
<i>Job Title</i>	

Key achievements:

- XX
- XX
- XX

Job responsibilities:

XXX
XXX
XXX

EDUCATION	Institution	Year of completion
	Qualification(s) attained	
	E.g National University of Singapore	2002
	Bachelor of Arts (Hons)	

PROFESSIONAL QUALIFICATIONS	E.g Graduate degree in psychology, Chicago Business School, 2006
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SKILLS	E.g Microsoft Office, Dreamweaver, Adobe [Tip: Include skills such as technical, language or other skills relevant to the job applied]
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REFERENCES	Provided upon request.
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