**Max Foundation Resume Template**

1. **Contact Address**

Photo

|  |  |
| --- | --- |
| Name  |  |
| Present address  |  |
| Contact number |  |
| Email |  |

**2. Application Brief**

|  |  |
| --- | --- |
| Present Salary  |  |
| Expected Salary  |  |
| Key relevant skills  |  |
| Notice period  |  |
| Justification candidature (not more than 1000 wards)  |  |

**3. Experience ( Start from present job)**

|  |  |
| --- | --- |
| Total years of Experience  |  |

|  |  |
| --- | --- |
| Organization Name  |  |
| Period  | From …………………………… To………………….. |
| Job Location  |  |
| Employer Address  |  |
| Office phone number  |  |
| Email address  |  |
| Supervisor Name  |  |
| Contact phone and email  |  |
| Main duties ( 3-5)  |  |
| Key achievement ( not more than 350 wards) |  |

|  |  |
| --- | --- |
| Organization Name  |  |
| Period  | From …………………………… To………………….. |
| Job Location  |  |
| Employer Address  |  |
| Office phone number  |  |
| Email address  |  |
| Supervisor Name  |  |
| Contact phone and email  |  |
| Main duties (3-5)  |  |
| Key achievement ( not more than 350 wards) |  |

|  |  |
| --- | --- |
| Organization Name  |  |
| Period  | From …………………………… To………………….. |
| Job Location  |  |
| Employer Address  |  |
| Office phone number  |  |
| Email address  |  |
| Supervisor Name  |  |
| Contact phone and email  |  |
| Main duties ( 3-5 )  |  |
| Key achievement (not more than 350 wards)  |  |

[ If you need more, please insert)

**4. Academic Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of degree  | Institution/college/university  | Passing year  | Division/grade/class | Major Subjects  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

[ If you need more row, please insert)

**5. Major Training Received**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Training | Institution | Number of Days  | Year of received |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[ If you need more row, please insert)

**6. Major Training Facilitated**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Training | Participants type  | Number of Days  | Year of conduction  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[ If you need more row, please insert)

**7. Personal details**

|  |  |
| --- | --- |
| Father’s name  |  |
| Mother’s name  |  |
| Date of birth  |  |
| Blood group |  |
| Gender |  |
| Nationality  |  |
| National ID number  |  |
| Marital status  |  |
| Religion  |  |
| Permanent address  |  |
| Contact number  |  |
| Email |  |

**8. Computer Literacy**

|  |
| --- |
|  |

**9. Language Proficiency**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Language  | Reading | Writing  | Listening | Speaking  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**10. Referees**

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |
|  |  |