**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 |
|  |  |