

# The Content of your Targeted Resume

## Personal Details

Name: .....

Address: .....

.....

Phone: .....

Mobile: .....

Email: .....

Driving licences: .....

## Job Objectives

.....

.....

.....

.....

.....

## Skills and Achievement Summary

.....

.....

.....

.....

.....

## Personal Qualities

.....

.....

.....

.....

.....

**Work Experience**

Your recent and current job

Dates of employment: .....

Employer/Company: .....

Type of Organisation: .....

Your Position: .....

Responsibilities and Achievements: .....

.....  
.....  
.....

Dates of employment: .....

Employer/Company: .....

Type of Organisation: .....

Your Position: .....

Responsibilities and Achievements: .....

.....  
.....  
.....

Dates of employment: .....

Employer/Company: .....

Type of Organisation: .....

Your Position: .....

Responsibilities and Achievements: .....

.....  
.....  
.....

**Education and Qualifications**

Education/Qualification Gained: .....

Date: .....

Institute Name: .....

Additional Information: .....

.....

Education/Qualification Gained: .....

Date: .....

Institute Name: .....

Additional Information: .....

.....

Education/Qualification Gained: .....

Date: .....

Institute Name: .....

Additional Information: .....

.....

Education/Qualification Gained: .....

Date: .....

Institute Name: .....

Additional Information: .....

.....

**References**

Name: .....

Position held or relationship to you: .....

Phone: .....

Address: .....

Name: .....

Position held or relationship to you: .....

Phone: .....

Address: .....

Name: .....

Position held or relationship to you: .....

Phone: .....

Address: .....