**EXPERIENCE**

|  |  |
| --- | --- |
| **COMPANY**  **Job Title**  ***Responsibilities and Achievements*** | Location  20XX – 20XX |
| Impact item #1  Impact item #2  Impact item #3 | |
| **COMPANY**  **Job Title**  ***Responsibilities and Achievements*** | Location  20XX – 20XX |
| Impact item #1  Impact item #2  Impact item #3 | |
| **COMPANY**  **Job Title**  ***Responsibilities and Achievements*** | Location  20XX – 20XX |
| Impact item #1  Impact item #2   * Impact item #3 | |

**EDUCATION**

|  |  |
| --- | --- |
| **UNIVERSITY/ INSTITUTION**  *Program (Undergraduate, Postgraduate, Diploma, and/or Professional Certificates)* | Location  20XX – 20XX |
| * Achievements, scholarships, etc * Achievements, scholarships, etc * Achievements, scholarships, etc | |

**ADDITIONAL INFORMATION**

|  |
| --- |
| * Additional info about yourself (Languages, Interests, Skills, Certifications, etc.) |

**Presentation Checklist**

|  |  |
| --- | --- |
| Requirements | Detailed Description |
| Resume length | 1 page preferred; A minimum of 3/4 of the resume should be filled with content |
| Name | Full Name (Bold, no Italics, CAPS, Center aligned) |
| Email Check | Provide only 1 valid email address |
| Phone Check | Provide only 1 valid phone number in +(Country code – Area code – number) |
| LinkedIn Check | Check for presence of LinkedIn URL (Please ensure it is personalized) |
| Personal Information | Center Aligned |
| Date format | "YYYY - YYYY" or "YYYY - present" in "Education" section |
| "YYYY - YYYY" or "YYYY - present" or "Month - Month YYYY" in "Experience" section |
| Months should be abbreviated to the first three letters |
| Dates must be in no Bold, no Italics and consistently left aligned |
| One space should be present before and after the dash/hyphen in dates |
| Dashes/Hyphens must be consistent |
| Dates must be in reverse chronological order in each section |
| Essential Section headings | 1. "Experience" 2. "Education"  3. "Additional Information" No other section will be allowed |
| Sections must be in the exact order specified above |
| All section headings must be in Bold, no Italics, CAPS and Left aligned |
| Education Section | All university/institutional names must be in Bold, no Italics and CAPS |
| All degree names must be in Italics, no Bold and no CAPS |
| Experience Section | All job titles must be in Bold, Italics and Title Case |
| Use present tense for current experience and past tense for past experiences |
| General | Consistent space should be present before and after section headings |
| Bullet points must be included in all sections |
| Either all bullet points should end with a period or none of them |
| Bullet points should not be more than 2 lines |
| Only (•) solid round bullet symbols should be used at the first level |
| Only (Ο) round bullet symbols should be used at the second level |
| All bullets must be consistently left aligned |
| All text must be black in color |
| No images/logos should be included |
| Font size should be consistent for all section headings (Size 11 preferred; Size 10 acceptable) |
| Font size should be consistent for all text within sections (Size 11 preferred; Size 10 acceptable) |
| Margin Requirements | 0.75 inch from top, left and right (excluding header). Footer is optional. |
| Spell Check | Throughout resume |
| Other tips | Use table function to create resume content and select ‘no border’ after completion |

Please refer to ASB Blog “[6 TIPS TO IMPROVE YOUR RESUME CRAFTING SKILLS FOR SUCCESS](https://asb.edu.my/2022/04/22/6-tips-to-improve-your-resume-crafting-skills-for-success)” for more tips on resume crafting