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Insert

image

**YOUR FULL NAME**

Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**|** Date of Birth: DD/MM/YYYY **|** Gender: M / F

Marital Status: Single/Married **|**Race: Malay / Chinese / Indian / Others

Email: email@address.com **|** Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL STATEMENT**

*(Introduce yourself; Main purpose: To convey who you are, and why you’re the best person for the job applied.)*

**KEY ACHIEVEMENTS**

**(Insert, if any)**

**Company:** Recognised for initiative and rapid progress. Promoted to New Products Engineer

**Company:** Learned and developed skills in order to design an automated test system which performs most product qualification procedures at the touch of a button. Used National Instrument’s LabView and a data acquisition module, and designed both a pneumatic system and sensor selection

**Company:** Achieved all ‘green‘ (excellent) twice-yearly appraisals

**EMPLOYMENT HISTORY**

01/2015 – Present

**Job Position, Company**

* Job scope/Job specification (includes duties, responsibilities, scope of a job)
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MM/YYYY – MM/YYYY
**Job Position, Company**

* Job scope/Job specification (includes duties, responsibilities, scope of a job)
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MM/YYYY – MM/YYYY
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**EDUCATION BACKGROUND**

MM/YY (mention your Graduated Year)
**Highest Qualification Achieved (eg: SPM/Degree/Masters/Certificate)
Name of Institution/College/School, Country**

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MM/YY (mention your Graduated Year)
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Name of Institution/College/School, Country**

**SKILL**

(Include your ability/ personality/ attributes/ soft skills/ etc.)

**SOFTWARE**

 Example: (Microsoft Office (Microsoft PowerPoint, Word, Excel and Project), Cambridge Engineering Selector, SOLIDWORKS, Solid Edge, Autodesk 3ds Max, Adobe Photoshop, etc.

**LANGUAGES**

**ENGLISH** – (SELECT ONE: FLUENT, GOOD, FAIR, POOR)

**BAHASA MELAYU** – (SELECT ONE: FLUENT, GOOD, FAIR, POOR)

**MANDARIN** – (SELECT ONE: FLUENT, GOOD, FAIR, POOR)

**TAMIL** – (SELECT ONE: FLUENT, GOOD, FAIR, POOR)

ETC.

 **REFERENCES**