

INDIAJOBSDB.COM – RESUME BUILDER

Personal Details

Name:

Address:

Phone: (M)
(BH)
(AH)

Email address:

Career Objective

Please write a brief objective to tell potential employers the type of work you are seeking. If submitting a resume directly to an employer it is wise to tailor your objective to suit that employer and the role you are applying for.

Example:

With more than 10 years experience in Training and HR support, together with additional IT and HR training, I now wish to expand my experience in the field. I am particularly interested in the role of HR Consultant in a corporate environment.

Qualifications

Please list your MAIN professional qualifications, including the dates of your course, the name of your course and the name of your university. (If gained overseas it is wise to attach a copy of Qualification content to enable easier comparison to local content)

Example: **Advanced Diploma in Training and Development** 2003-2004
XXXXX University

List relevant additional courses;

Example:

- Microsoft Excel (Intermediate) – 2002
- Microsoft Word (Advanced) – 2002
- Managing Small Teams – 2005

Key Strengths / Achievements

You may like to list in point form your key strengths, areas of expertise and any major achievements in your career.

Example:

- Development and implementation of training needs analysis, implementation and evaluation process. The process involved analysis of personal development plans, recording of information, implementation of training interventions and evaluation of outcomes.
- Member of Human Resources System working group which agreed how the Human Resources Development Team could improve the Human Resources Information System, develop themselves on the HRIS and maintain effective working relationships with all parties involved.

Employment History

Please list your experience in order, commencing with your **most recent position held**.

Please also include the following information:

- **Company name**
- **Dates** you were employed: **from** and **to**
- **Brief description** of company and role 2-3 lines is sufficient (even if they are well known)
- List your main duties & responsibilities.
- List any extra skills you have developed

Keep ALL information relevant i.e.project management, team leadership, process development etc.

Example:

Company Name
Date from – to
Job title
Eg. 'Company' or, this division's main area of work. (1-2 lines)

Your role (2-3 lines)

Duties & Responsibilities:
•
•

Example 1

EMPLOYER: COMPANY XXXX
Location (optional)
DATES: July 2001- May 2007
POSITION: Human Resources Officer

Eg. This role involved providing advice and guidance to line managers and employees on Human Resources issues, to ensure that they were aware of their responsibilities and that policies were effectively, consistently and fairly implemented.

- Managed the recruitment process up to and including senior management positions, and took an active part in the interviewing and selection process.
- Responsibility for managing the training processes, which I designed in my previous position.
- Supporting the Human Resources Manager on various projects involving our client group.

Example 2

EMPLOYER:

COMPANY XXXX

Location (optional)

DATES:

February 1999 - July 2001

POSITION:

Training and Development Officer

Eg. This role involved working within a team to develop and deliver training and development interventions for over 1600 people to budget and time.

- Implemented Human Resources strategies and plans in relation to local analysis of training and development needs
- Delivered and procured training and development interventions within budget
- Systematic evaluation of training effectiveness, to ensure individual and corporate objectives were met.

Training

Please list any further study and training courses you have attended including conferences if relevant.

Example:

- Certificate IV in Workplace Training and Assessment
- Role Profiling Training Course
- Criterion Based Interviewing Skills Course
- Human Resources Generalist Course

Other Experience

Please list any other work experience or volunteer work, or any position that you held that wasn't necessarily Administration related but may be relevant.

Eg. Volunteer Foreshore restoration group

Bunnings - Nursery department- Customer relations and advice, basic Garden design.

Referees

Please provide contact details for at least 3 relevant referees. They should be people who have managed you in an administrative setting. Please provide the following details: (Referees should be advised before listed and again when they can expect to be contacted)

Example:

Name
Title
Company Name
Phone number
Email address