**RESUME TEMPLATE**

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| **CANDIDATE INFORMATION** |
| **Full Name** |  |
| **ID (MyKad)** |  | **Age** |  |
| **Email** |  | **Phone No.** |  |
| **Date of Birth** |  | **Birth Place** |  |
| **Address** |  |
| **Postcode** |  | **City** |  |
| **State** |  | **Marital Status** |  |
| **ACADEMIC QUALIFICATION** |
| **Year** | **Level of Qualification** | **IPTA/School** | **Field** | **Grade/CGPA** |
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| **LANGUAGE SKILLS** |
| **Language** | **Speaking** | **Writing** |
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| **WORK EXPERIENCE** |
| **Designation** | **Years of Service** | **Employer** | **Salary** |
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| **ACTIVITIES** |
| **Type of Sport/Club/Organization** | **Position** | **Level of Involvement** |
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| **EDUCATION FINANCING** |
| **Loan Term** | **Loan Institution** |
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