

Your Full Name

Job Title or Desired Role (e.g., Factory Worker | Caregiver)

📍 Current Location | 📞 +63-XXXX-XXX-XXX | ✉️ yourname@email.com

Career Summary

Dependable and hardworking OFW with over 5 years of experience in [industry or role] across international settings including [country, if applicable]. Proven ability to adapt quickly, work in fast-paced environments, and communicate effectively across cultures. Seeking a position in Taiwan to apply my strong [skill 1], [skill 2], and [skill 3] while contributing to team success.

Key Skills

Skill	Description
Cross-Cultural Communication	Worked with Taiwanese, Vietnamese, and Indonesian colleagues in factory and caregiving settings
Basic Mandarin	Understands instructions and communicates simple phrases to supervisors and clients
Machine Operation	Operated injection molding and packing equipment (for factory roles)
Elderly Care	Assisted with hygiene, meal prep, and mobility for seniors (for caregivers)
Housekeeping	Maintained clean and organized homes or hotel rooms with attention to detail

Work Experience

Factory Worker – Electronics Assembly

XYZ Manufacturing Co. | Taichung, Taiwan

March 2021 – February 2024

- Operated SMT and inspection machines with minimal errors
- Collaborated with a multicultural team to meet production targets
- Conducted basic troubleshooting on equipment under supervisor guidance
- Maintained 100% attendance record for 18 consecutive months

Caregiver – Private Household

Riyadh, Saudi Arabia

June 2017 – July 2020

- Provided compassionate care to elderly client with limited mobility
- Managed daily routines, administered medications, and ensured emotional well-being
- Communicated regularly with the family and adjusted care based on feedback

Education

High School Graduate

San Pedro National High School – Laguna, Philippines

Graduated: 2015

Certifications & Trainings

- NC II Caregiving Certificate (TESDA), 2020
- Basic First Aid and CPR – Red Cross, 2020
- Pre-Employment Orientation Seminar (PEOS), DMW Portal

Languages

- Filipino – Native
- English – Intermediate
- Mandarin – Basic Conversational

References

Available upon request.