

Your Full Name

<email> | <phone_number> | <linkedin_link>

WORK EXPERIENCE

Company Name

Jakarta, Indonesia

[Brief explanation of company if it is relatively unknown - keep to 1 line]

Position

Time employed (Month/Year - Month/Year)

- Responsibilities
- Responsibilities
- Responsibilities
- Responsibilities

TechCorp

Jakarta, Indonesia

[Brief explanation of company if it is relatively unknown - keep to 1 line]

Position Title 2

Apr 2017 - present

- Achievement, why it is significant - use statistics (quantity) or meaning/impact (quality), tech skills used
- Responsibilities
- Showcase your transferable skills/strengths from former positions that are most relevant to a position and/or industry you are looking to pursue
- Do not use technical jargon nor focus on technical accomplishments - focus on the business implications of projects (leadership, team building, project management, problem solving)

Position Title 1

May 2015 - Feb 2017

- Responsibilities
- Be specific when discussing how many people you have managed, how much money for which you were responsible, percent of sales gained or savings gained by process improvements
- Use a variety of different verbs at the beginning of bullets to avoid repetition. Stay away from weak action verbs such as Responsible for... or Assisted with...
- Resumes must be limited to 1 page

EDUCATION

Your University / Course Name

Hangzhou, China

Certificate / Your Title

(Month/Year - Month/Year)

- Concentration / Track
- GPA [include if you wish]

Your University / Course Name

Jakarta, Indonesia

Certificate / Your Title

(Month/Year - Month/Year)

- Concentration / Track
- Honors/Academic recognition [Cum Laude, First Class honors] [optional]

PROJECTS

Nice-sounding Project Title

(Month/Year - Month/Year)

- Achievement, why it is significant - use statistics (quantity) or meaning/impact (quality), tech skills used

ADDITIONAL

- Employer and/or organizations and Professional certifications (CPA, CFA); Professional association memberships
- Technical Skills: [List all that apply]
- Coding languages: Python - Java - JavaScript
- Tools & Softwares: Git - GitHub
- Languages: English (Professional) - Bahasa Indonesia (Native Proficiency)