

## **UE WARRIOR RESUME FORMAT**

### **Format**

**Font:** Times New Roman  
**Font size:** 11 (14 for Name only)  
**Margin:** 1/2 inch on all sides  
**Picture:** 2X2 size White background  
(Corporate attire, no cropped picture)  
**Paper:** white non-scented short bond paper (8.5 X 11 in)  
**Spacing:** Single in each entry. Double in between major fields  
**Pages:** maximum of (2) for fresh graduates

### **Important Notes:**

- Please review before submitting
- Chronological order of work experience, education, extra-curricular involvement and seminars/trainings fields attended should be from the most recent to the past
- Name at least (3) reference people, do not include members of your family or relatives
- Ask permission first before writing them as your reference
- Contact number and address should be active
- E-mail address should be formal and presentable (e.g. juan\_delacruz@gmail.com)
- You may write your internship experience as one of your work experience if you do not have any professional work experience.

**2X2  
Formal  
Picture**

**NAME** (*Given Name, MI, Surname*)

Address

Landline no./Cell phone no.

E-mail address

Career Objective (*no heading*)

short, concise and straight to the point

characteristic + position desired + what you can contribute to the company

(e.g. A passionate and goal oriented UE graduate aiming for a position in your company while contributing to your mission and vision)

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**WORK EXPERIENCE** (if with experience; omit if not applicable)

Company

Inclusive Dates

Position (Intern if OJT Experience)

duties / responsibilities

duties related

past tense form

**EDUCATION**

University of the East

Inclusive Dates

Course

Honors Received (if any)

Name of School

Inclusive Dates

Secondary Education

Honors Received (if any)

**SKILLS**

hard skills first (communication skills (written and oral) and computer language / technical skills)

soft skills (leadership, driven)

use adjectives excellent, above-average, proficient, knowledgeable

name skills relevant to the applied position

**EXTRA-CURRICULAR INVOLVEMENT**

Organization

Inclusive Dates

Position

college organizations only

may include organizations outside of the university

accomplishments in the organization

**SEMINARS / TRAININGS ATTENDED**

Title of the Seminar

Date

Sponsoring Organization, Place where it was held

(Should be in reverse chronological order - start from the recent seminars attended)

**PERSONAL BACKGROUND**

Age:

Citizenship:

Gender:

Height:

Marital Status:

Weight:

**CHARACTER REFERENCES**

Name

Designation, Company

Contact No.