

These are three (3) examples of Resume formats that can be used by Swinburne University Graduates who want to apply for work in Malaysia.

For more information on Employment in Malaysia log into Swinemploy and go to the Going Global link www.goingglobal.com or go to the Graduan website at www.graduan.com.my

SAMPLE RESUME 1

AHMED ZAINAH

45 Jalan Yap Kwan Seng, 47000 Selangor

House phone: 03-1234 4321,

Mobile phone: 012-1234 432

IC number: 801222-06-5098

CAREER FOCUS

A Career in Broadcast Journalism with an on-air reporting position on television

STRENGTHS

Have initiative, curiosity; am creative and analytical
Enthusiastic, engaging and persuasive
Strong communication / public speaking skills-fluent in English & Bahasa Malaysia
Professional demeanour
Strong research abilities and persistence

EDUCATION

University Malaya-Kuala Lumpur
BA (Mass Communications)-December 2003
Maintained GPA of 3.5 in 2002 and 2003 (Dean's list)
Public Relations Committee Chairman (2003) in Student Council Relevant Coursework
Journalism-Political Science-International Affairs-Creative Writing-Literature-Scriptwriting-Public Relations-Advertising-Marketing-Graphic Design-
Web Content Development

EXPERIENCE

Ogilvy & Mather PR-Kuala Lumpur

PR Executive

Worked full-time during semester break 2002.

Job responsibilities: Prepared press releases, media liaison; helped to organised two Press Conferences

NTV7-Kuala Lumpur

Intern

Worked full-time as part of 3-month internship for final-year programme.

Job responsibilities: Attended press conferences, wrote scripts for broadcast, edited visuals for broadcast, helped producer of talk show programme 'Dateline' to confirm guests.

Enc: Reference

(Source: [Graduan, 2004 www.graduan.com.my](http://www.graduan.com.my))

SAMPLE RESUME 2

R THEVA
90 Jalan Indah
Paya Indah
50000 Klang
Selangor

House phone: 03-1234 4321
Mobile phone: 012-1234 321

OBJECTIVE

Seeking a full-time position with a medium to large civil engineering firm to assist in project coordination, and eventually to manage construction projects with focus on environmental engineering.

EDUCATION

Obtained a BSc. in Civil Engineering with Environmental Engineering specialisation from Southern Illinois University At Carbondale, USA in May 2003.

RELEVANT COURSEWORK

Soil mechanics, fluid mechanics, geotechnical engineering, structural engineering, hydraulic engineering, surveying engineering, design of environmental facilities, thermodynamics, remediation of contaminated sites, review of permit applications, and development of environmental standards.

ACHIEVEMENTS

Foreign Student Association Council Member (2001-2003) Member of Winning Team for Inter-Varsity' Environmentally Sound Futuristic High Rise Buildings' competition Winner of 2003 Best Student in Civil Engineering Awards.

STRENGTHS

Creative, team player, hard worker, excellent-organisational skills, excellent written and verbal skills, problem-solver.

PREFERRED LOCATIONS

Malaysia. Willing to relocate for temporary overseas stints.

DATE AVAILABLE

Immediately

REFERENCES

Attached

(Source: Graduan, 2004 www.graduan.com.my)

SAMPLE RESUME 3

Musa Bin Osman

PROFILE SUMMARY

An enthusiastic self-starter with strong leadership and communications skills. Proven academic and curricular achievements, and possess the right technical and soft skills required to assist the organisation achieving to achieve its goals and objectives.

PERSONAL PARTICULARS

Name	Musa Bin Osman
Address	G-2, Jalan Mewah Satu, Miskin Height, 68000 Ampang, Selangor, Malaysia
Tel	(Home) 03-40807070 / (H/P) 012-3456789
E-Mail	Ronald @mcdonald.com
Age	23
Marital Status	Single

EDUCATION HISTORY

2001 – 2004 : University Putra Malaysia
BEng (Hons) Electrical & Electronic Engineering
2nd Class Upper

Major Courses: Electronics I and II, Circuit Analysis, Linear System, Digital Electronics, Microprocessor, Control & Instrumentation, Robotic Systems, Electronic Devices, Magnetic Theory, Linear Algebra, Engineering Mathematics, Physics, Computer Systems & Applications.

1994 – 1999 : Muar High School, Malaysia
Sijil Pelajaran Malaysia (SPM) – 8 As

Subjects: Bahasa Melayu, English, Additional Maths, Modern Maths, Physics, Biology, Islamic Studies and History.

Final Year Project (Degree) - Design of a non-linear control system for a chemical reactor.

The objective of the individual project is to control a system for a chemical reactor in such a way that the rate of chemical reaction in the reactor can be controlled by varying the temperature of the reactor. Simulation is done using Matlab 10.4 and PSpice software.

EXTRACURRICULAR ACTIVITIES

Vice President, Electrical Engineering Society, UPM, 2004
Treasury, Badminton Club, UPM, 2004
Treasury, Electrical Engineering Society, UPM, 2003
Represented UPM for Inter-Varsity Chess Tournament, 2003
Student committee, Campus Zaaba, UPM, 2002
Deputy Head Prefect, Muar High School, 1999
Represented Muar High School in Football, Badminton and Tennis, 1999

SKILLS

Competency in digital and analog circuit design and simulation software e.g. PSpice, Matlab, Altera Max II and Intel Microprocessor.
Advanced skills in database systems including MS Access, Excel and Lotus Notes
Proficiency in C, C++, Java, Java Script and Visual Basic programming languages
Familiar with Windows and UNIX platforms.

AWARDS/ACHIEVEMENTS

Awarded Dean Awards for semester 1, 3 and 5.
1st runner up, Inter-Varsity Chess Tournament, 2003
District Champions, Football under-18, Muar High School, 1999

PERSONAL CHARACTERISTICS

Highly Motivated, Pleasant Personality, Cheerful and Hardworking

MISCELLANEOUS

Expected Salary : Negotiable
References : Available upon request
Availability : Immediate basis

(Source: <http://skorcareer.com.my/fresh-graduate-resume-sample.doc>)



FINAL TIPS

As a general rule Swinburne University Careers and Employment Service recommends that you use Arial Font when doing your Resume.

Your Resume should be up to two pages, maximum.