

GUIDELINES for RESUME

You may use whatever format that you deem appropriate but your Resume must contain the following:

- I. Your full name & I.C. number
- II. Correspondence address, telephone number & e-mail
- III. Office address and telephone number
- IV. Relevant academic background
 - a. Primary School (year & highest achievement)
 - b. Secondary School (year & highest achievement)
 - c. College (year & highest achievement)
 - d. Polytechnic (year & highest achievement)
- V. Work background (including previous ones)

Example

Name of Company/Department	Position	From (Year)	To (Year)
1.			
2.			
3.			
4.			

- VI At least two (2) academic referees

Example

Name	Position	Address	Tel. No	E-Mail	Fax No.	Have Known The Applicant Since
1.						
2.						

- VII State your other experiences/abilities/skills that you have acquired which in your opinion will enable you to pursue this program successfully.
- VIII Write an essay (200 – 300 words in length) which begins with:

“ I am confident that I will be able to pursue this MBA program successfully because.....”

Attach as appendices:

- i. Academic/professional certificates
- ii. Other relevant certificates
- iii. Reports written/presented
- iv. Congratulatory letters received
- v. Paper cuttings (if relevant)
- vi. Invitation letters (if relevant)
- vii. Others that may assist you in your application

***REMINDERS : I. ALL COPIES OF CERTIFICATES AND DOCUMENTS
MUST BE CERTIFIED AS TRUE COPY
II. APPLICANTS ARE PROHIBITED FROM SENDING
ORIGINAL CERTIFICATES / DOCUMENTS
III. THE RESUME MUST BE TYPED ON A4 SIZE PAPER
(TIMES NEW ROMAN, 12) & BOUND USING THE 'RING
BINDING 'METHOD***