

Resume Proforma

Thank you for downloading our Resume Proforma, brought to you by the team at New Point Recruitment.

This proforma is not a Resume template, it is purely an information gathering tool to help you build a Resume. It is the tool that we use when meeting with a new candidate / job seeker who may have never had a Resume before or had one with very little detail on it.

It will be highly useful in helping you create a Resume from scratch and can be used in conjunction with our Resume Template or another template, once the information is written down, ready to transfer across.

Personal Information:

Name: _____

Phone: _____

Email: _____

Address: _____

LinkedIn: _____

Demonstrated Abilities / Skills:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Qualifications / Professional Development / Licences:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Employment History (Most recent role first):

Dates: _____ **Position:** _____

Company: _____

Short summary about company and your role: _____

Responsibilities: _____

Achievements:

1. _____

2. _____

3. _____

Dates: _____ **Position:** _____

Company: _____

Short summary about company and your role: _____

Responsibilities: _____

Achievements:

1. _____

2. _____

3. _____

Other Employment >15 years ago - (do in shortened list form only):

1. _____
2. _____
3. _____
4. _____
5. _____

Referees:

Name: _____

Their Job Title: _____

Company they are from: _____

Phone Number: _____

Name: _____

Their Job Title: _____

Company they are from: _____

Phone Number: _____

Name: _____

Their Job Title: _____

Company they are from: _____

Phone Number: _____

Name: _____

Their Job Title: _____

Company they are from: _____

Phone Number: _____