

## **GMC UTILITIES GROUP** **INSTRUCTIONS FOR RESUME COMPLETION**

Please ensure that you maintain the 'Verdana 10' font style and size for all text, other than your name and please delete all non-applicable items from your resume. Dates of employment must be stated as follows: '08 March 2012 to present', not '03/08/2012 to present'. Periods of education must be stated as 'June 2012 - March 2016' and not '06/2012 - 03/2016'. Please note that only an A4 size resume is accepted.

Please place here a recently taken, original colored photograph, with a white background,

### **PERSONAL INFORMATION**

Current Address:  
Mobile Number:  
WhatsApp number:  
E-mail Address:  
Date of Birth:  
Civil Status:  
Gender:

Your name must be stated, centered, at the top of the page in 'Verdana 14' font, in block capitals and must be precisely as that stated in your passport - Family Name, Given Name(s) and Middle Name.

### **EDUCATION**

#### **COLLEGE**

Diploma:  
Name of University:  
Full Address:  
Period Attended: From Month/Year to Month/Year  
Date of Graduation: Day/Month/Year

#### **SECONDARY**

Name of School:  
Full Address:  
Period Attended: From Month/Year to Month/Year

Name of School:  
Full Address:  
Period Attended:        From Month/Year to Month/Year

**ELEMENTARY**

Name of School:  
Full Address:  
Period Attended:        From Month/Year to Month/Year

Name of School:  
Full Address:  
Period Attended:        From Month/Year to Month/Year

**DELETE ANY OF THE ABOVE SECTIONS WHICH ARE NOT BEING UTILIZED**

**ADDITIONAL RELEVANT ACADEMIC/TECHNICAL QUALIFICATIONS**

**WORK HISTORY FROM THE PRESENT DATE DOWN TO THE DATE OF GRADUATION**

Name of Employer:  
Full Address:  
Job Title:  
Period of Employment: (From DD/MM/YY to DD/MM/YY)  
Brief summary of work performed:

Name of Employer:  
Full Address:  
Job Title:  
Period of Employment: (From DD/MM/YY to DD/MM/YY)  
Brief summary of work performed:

Name of Employer:  
Full Address:  
Job Title:  
Period of Employment: (From DD/MM/YY to DD/MM/YY)  
Brief summary of work performed:

**DELETE ANY OF THE ABOVE SECTIONS WHICH ARE NOT BEING UTILIZE**

## GAPS IN EMPLOYMENT HISTORY GREATER THAN SIX MONTHS - EXPLANATION

## DETAILS OF ANY ADDITIONAL INFORMATION/TRAINING/EXPERIENCE TO SUPPORT YOUR APPLICATION

## NON-PROFESSIONAL DRIVER'S LICENSE

License No.:

Date of Issue: (Day/Month/Year)

Restrictions (1, 2, A, B etc.)

## PROFESSIONAL REFERENCES

Name:

Job Title:

Name of Organization:

Mobile No.:

E-mail Address:

REFERENCES MUST BE FROM INDIVIDUALS WHO HAVE OVERSEEN OR SUPERVISED YOUR WORK. THEY CANNOT BE FROM PEER WORK COLLEAGUES.

AN E-MAIL ADDRESS IS MANDATORY

Name:

Job Title:

Name of Organization:

Mobile No.:

E-mail Address:

PLEASE DO NOT LEAVE LARGE BLANK SPACES BETWEEN THE VARIOUS SECTIONS OF YOUR RESUME. PLEASE MAKE SURE TO EDIT YOUR RESUME PROFESSIONALLY, BEFORE SUBMISSION.