



GUIDELINES FOR RESUME (FORM D)

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

- I. Your full name and I.C./Passport Number
- II. Correspondence address, telephone number and e-mail
- III. Office address and telephone number (If employed)
- IV. Relevant academic background
 - a. Primary school (year and highest achievement)
 - b. Secondary school (year and highest achievement)
 - c. College (year and highest achievement)
 - d. Polytechnic (year and highest achievement)
 - e. University (year and highest achievement)
- V. Work background (including previous jobs)

Example

Name of Organization/Department	Position	From (Year)	To (Year)
1.			
2.			
3.			
4.			
5.			

VI. At least 2 Referees (Academic or Work)

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

VII. Complete the attached APEL Application Forms (A and B).

VIII. Write an essay (200 – 300 words in length – New Times Roman, Font 12) which begins with:

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