

## TOMAS C. DOMINGO

403 Roque Drive, Sampaloc, Manila  
(+632) 4061611, 0917-123-45-67  
tcdomingo@gmail.com  
LinkedIn account URL

### Picture Guidelines:

- 2x2, white background
- Wearing business attire
- Don't use your graduation picture
- Use actual photo

**OBJECTIVE** *(It should be specific to the job/internship you are applying for; maximum of 2 sentences only)*

Examples:

To obtain a full-time position as a financial analyst.

To obtain an intern position in Manufacturing Pharmacy.

To obtain a full-time position in Human Resource as Recruitment Associate.

To obtain a position as Social Media Intern.

To obtain a full-time position as Research Assistant in a Molecular Biology Research Facility using my strong laboratory experience, proven leadership and communication skills to pursue cutting-edge research.

**EDUCATION** *(Tertiary and Secondary School only, School, Degree, inclusive month and year/expected date of graduation, optional: academic honors/awards, GWA)*

Examples:

University of Santo Tomas, Manila

Bachelor of Science in Pharmacy major in Clinical Pharmacy

June 2013 – June 2017

*Cum Laude (if applying for internship, put candidate for Latin Honors (Cum Laude, Magna, Summa), general weighted average and expected year of graduation)*

University of Santo Tomas High School, Manila

June 2009 – March 2013

Salutatorian

**WORK EXPERIENCE** *(Reverse chronological order, includes your OJT/ Internship/ Practicum, Part-time work)*

**Position**, Company/Organization Name, City, Country

Covered period

Accomplishments *(Make sure to use action-oriented verbs to begin phrases to point out accomplishments. See examples below.)*

Example:

**Teaching Intern**, Sta. Rosa Montessori School, Mandaluyong City, Philippines

August 2013-October 2013

- Improved first grade students' Math skills through consistent and creative teaching and curriculum development.
- Designed individual curricula, focusing attention on methods that work well for specific population

**CO-CURRICULAR ACTIVITIES** *(may include Leadership and Student Exchange Programs; Academic organizations, junior professional organizations)*

**Company/Organization Name**, College/Faculty, School

Position, Covered period

Contribution/Accomplishments (i.e. awards, activities/seminar organized, projects spearheaded)

Example:

**Behavioral Science Society**, University of Santo Tomas

**Internal PRO**, August 2015- present

- Headed the Information Transparency Conference held in UST

**Psychological Association of the Philippines Junior Affiliates**, University of Santo Tomas  
Chapter

**Treasurer**, August 2015 - present

- Expertly manage cash funds and flow garnered from membership fees
- Actively attend weekly meetings, sharing information with peers about opportunities and activities in the organization

**EXTRA-CURRICULAR ACTIVITIES** *(please include summary of what they contributed to the organization; make sure that you can include a concrete contribution)*

**Company/Organization Name**, College/Faculty, School

Covered period

Nature of Participation/Contribution

Example:

**Pax Romana Nursing Chapter**, College of Nursing, University of Santo Tomas

**Treasurer**, August 2015 - present

- Expertly manage cash funds and flow garnered from membership fees
- Actively attend weekly meetings, sharing information with peers about opportunities and activities in the organization

**AWARDS RECEIVED** *(may include awards won during competitions)*

**Name of Award/s**, Award-giving body, Place, Date given

Example:

**Quezon Leadership Award**, UST, Manila, March 2015,

**COMMUNITY ENGAGEMENT**

**Name of Organization**, Place

Covered period/ Date

*Nature of Participation* – brief description of accomplishment

Example:

**Simbahayan**, University of Santo Tomas, Manila

SY 2012-2013 to SY 2014-2015

*Volunteer* - Trained teachers from Laur, Nueva Ecija, Philippines on Stress Management

**TRAININGS/SEMINARS ATTENDED** *(you may include additional coursework in this portion)*

*Title of Training/Seminar*, Organizer, Speaker (Optional), Venue, Date

Example:

Career Seminar for Graduating Students, Counseling and Career Center, College of Fine Arts and Design, Medicine Auditorium, UST, October 23, 2015

## **ACADEMIC PROJECTS** (*Thesis, paper/poster presentations, publications, Innovations*)

Title of Research, Conference/Convention title, Place and Date Presented

Example for Paper presentation:

*Beliefs as Predictors of Burnout and Work Engagement among University Faculty Members*  
1st Ateneo Teacher Center Education Forum, Education Department, Ateneo de Manila University,  
February 16, 2013

Example for Publication:

Ng, C.P., De Jesus, F.G., Manalastas, O.S. (2013) Comparison of Internet Versus Lecture Instructional Methods In Teaching Psychology. *Journal of Learning Science* 48, p99-105.

## **SKILLS & ABILITIES** (*contents include significant skills and experiences that relate to the job description*)

Sample 1:

- Programming: Skilled in programming in Python, Java, and R; familiar with Unix, SQL, XML, and JSON
- Computer: Experienced in using MS Office and Adobe Photoshop
- Leadership: Led and worked in groups of volunteers consistently throughout high school and college
- Communication: Outstanding skills obtained through professional learning environments and leadership activities
- Language: Fluent in Mandarin Chinese; basic speaking, reading, and writing skills in Spanish

Sample 2:

Design: AutoCAD, Architectural Desktop 2015, Maya 3D Animation, SAP2000, Adobe Photoshop  
Computer: Microsoft Office, Adobe Photoshop, MATLAB  
Language: Intermediate Spanish, Conversational Chinese

### **Additional Reminders in Creating Your Resume:**

- If your resume is only 1 page in length, you may opt for a 2-column format. It is highly advisable for fresh graduates to limit their resume to 1 page only. This restricts the students to only put relevant information about their profile.
- Do not use first person pronouns such as "I" and "We"

- Use Arial font style throughout
  - Size 16 for name, Size 14 for longer names
  - Size 12 for address, contact number, email, URLs
  - Size 11, Bold, for headings
  - Size 10 for content
- Page margins are 0.5-1 inch
- Paper size is A4, substance 24 (80 gsm)
- Make sure the headings are of uniform font size and formatting style.
- Make sure your resume is error-free. Run spelling and grammar check.
- Your honesty is expected in writing your resume. Do not invent credentials just to impress the employer.
- See your career counselor for critiquing of your resume.
- Scrutinize your extra-curricular activities and think about how they might relate to a real-world job.
- Capitalise on what's most impressive about you – your degree, your technical skills, that two-week internship. But don't get complacent. (a.k.a. don't be shy; build your branding/continue personal development and competency training)
- Prepare a separate sheet for character references containing the complete name, designation, affiliation, and contact information; maximum of three references.
- Note for CVs: Your CV should be at least two pages. If it's too short, you appear inexperienced; too long, you seem talkative. Don't be afraid to change the margins as long as it looks symmetrical and prints well.