

TEMPLATE RESUME BERIMPAK TINGGI



DITULIS OLEH: TIM IKARIER.COM

Nota mula: Bagi kegunaan anda sendiri, muat turun *template* yang anda mahukan, kemudian muat naik ke [Google Doc](#) atau untuk lebih mudah, klik pada pautan fail *template* tersebut dan kemudian anda klik pada *File* dan klik pada *Make a copy* untuk suntingan anda sendiri.

Swiss Resume Template

Your Name Creative Director	<hr/> Your Name 123 Your Street Your City, ST 12345 123.456.7890 no_reply@example.com
<hr/> Skills	<hr/> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi. Sed pulvinar lacinia felis eu finibus.</p>
<hr/> Experience	<hr/> <p>Company Name / Job Title MONTH 20XX - PRESENT, LOCATION Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi. Sed in consequat mi, sed pulvinar lacinia felis eu finibus.</p> <p>Company Name / Job Title MONTH 20XX - MONTH 20XX, LOCATION Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi.</p> <p>Company Name / Job Title MONTH 20XX - MONTH 20XX, LOCATION Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi. Sed pulvinar lacinia felis eu finibus.</p>
<hr/> Education	<hr/> <p>School Name / Degree MONTH 20XX - MONTH 20XX, LOCATION Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore.</p> <p>School Name / Degree MONTH 20XX - MONTH 20XX, LOCATION Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore.</p>
<hr/> Awards	<hr/> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi. Sed pulvinar lacinia felis eu finibus.</p>

Untuk siapa: Individu yang mempunyai banyak pengalaman, menduduki jawatan senior, Perbankan

Pautan *template*: [Templates Gallery](#)

Swiss merupakan salah satu *template* Google Doc kegemaran ramai disebabkan reka letaknya yang ringkas. *Resume* ini bersesuaian bagi individu yang mempunyai banyak pengalaman, dan bukannya lepasan graduan yang baru sahaja tamat graduasi. Swiss adalah pilihan terbaik jika anda mempunyai pengalaman kerja yang banyak untuk dikongsikan kerana *resume* ini lebih menumpukan kepada kategori utama sahaja iaitu pengalaman, kemahiran dan pendidikan. Swiss mengekalkan elemen ringkas, tapi memberi personaliti ceria dalam reka letak *resume* ini. Ringkasnya, ia tampak profesional, tetapi tidak membosankan.

Serif Resume Template

Your Name

Lorem ipsum dolor sit amet, consectetur adipiscing elit

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

EXPERIENCE

Company, Location — Job Title

MONTH 20XX - PRESENT

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh.

Company, Location — Job Title

MONTH 20XX - MONTH 20XX

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh.

Company, Location — Job Title

MONTH 20XX - MONTH 20XX

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh.

EDUCATION

School Name, Location — Degree

MONTH 20XX - MONTH 20XX

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore.

School Name, Location — Degree

MONTH 20XX - MONTH 20XX

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam.

PROJECTS

Project Name — Detail

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

SKILLS

Lorem ipsum dolor sit amet.

Consectetur adipiscing elit.

Sed diam nonummy nibh euismod tincidunt.

Laoreet dolore magna aliquam erat volutpat.

AWARDS

Lorem ipsum dolor sit amet
Consectetur adipiscing elit,
Sed diam nonummy

Nibh euismod tincidunt ut
laoreet dolore magna aliquam
erat volutpat.

Lorem ipsum dolor sit amet
Consectetur adipiscing elit,
Sed diam nonummy

Nibh euismod tincidunt ut
laoreet dolore magna aliquam
erat volutpat.

LANGUAGES

Lorem ipsum, Dolor sit amet,
Consectetur

Untuk siapa: Komputer Saintis, Penganalisis Data, Jawatan senior, Perbankan

Pautan *template*: [Templates Gallery](#)

Menggunakan warna hitam dan biru untuk menonjolkan aspek profesional, *template* ini menjadikan *resume* tampak kemas untuk *first impression*. Jika anda ada projek, pembentangan, dan anugerah yang dibanggakan, *template* ini memang untuk anda. Terdapat juga bahagian bahasa serta ruangan kolum yang dibahagikan kepada dua bahagian untuk anda melengkapkan maklumat anda. *Resume* ini akan lebih bertambah ideal jika anda merupakan pelajar komputer sains atau usahawan yang berpengalaman dalam bidang anda.

Tradisional Resume Template

Harry Hariz

Bukit Jalil, 58200
012-3762324 / harry@ikarier.com
linkedin.com/ikarier
www.ikarier.com

Contact Information

Pro Tip - Do away with full addresses and faxes. This is a modern era - employers will email any important job interview information or offer letter. Focus instead on adding professional social media accounts, online portfolios, business websites alongside your phone number and email.

PROFILE

Pro Tip - You should explain your key qualifications for the job in two concise sentences. You should work in the most desired skill if you can identify it from the advertisement. This is your first opportunity to sell yourself to this hiring manager.

SKILLS

Pro Tip - Tailor this section to the open job opportunity, focusing on the featured skills and requirements on the job post. If you're writing a chronological or combination resume, limit the number of skills you feature to 6-8. Any more risks crowding the resume and diminishing the strength of your resume. If you're writing a functional resume, feel free to feature all relevant skills by skill type.

- Soft Skill 1
- Soft Skill 2
- Hard Skill 1
- Hard Skill 2
- Technical Skill 1
- Technical Skill 2
- OPTIONAL Skill 1
- OPTIONAL Skill 2

EXPERIENCE

Pro Tip - Start with your most recent job title and work your way back through each relevant career title. Tailor each description to focus on related tasks, responsibilities, and quantifiable accomplishments related to the open job advertisement. Slip one or two additional skills into each job title as organically as possible.

Job Title, Employer

Location, MM/YYYY

- Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential.
- Responsibility or accomplishments #2.

Untuk siapa: Lulusan graduan baru tamat Universiti

Pautan *template*: [Muaturun](#)

Anda merupakan lepasan graduan yang baru sahaja tamat universiti tanpa pengalaman kerja yang banyak? *Template* ini untuk anda. Reka letaknya sangat ringkas dan menekankan pendidikan berbanding pengalaman, jadi anda berpeluang untuk memberi penekanan terhadap kelas-kelas di kolej dan aktiviti kokurikulum. *Resume* ini turut memberi kebebasan di bahagian profil, untuk anda menulis objektif atau penerangan terhadap jawatan yang anda inginkan bagi melengkapkan lagi *resume* anda.

Coral Resume Template

Hello I'm Your Name

123 YOUR STREET
YOUR CITY, ST 12345
(123) 456-7890
NO_REPLY@EXAMPLE.COM

Skills

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi. Sed pulvinar lacinia felis eu finibus.

Experience

MONTH 20XX - PRESENT

Company Name, Location - *Job Title*

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Aenean ac interdum nisi. Sed in consequat mi.
- Sed in consequat mi, sed pulvinar lacinia felis eu finibus.

MONTH 20XX - MONTH 20XX

Company Name, Location - *Job Title*

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Aenean ac interdum nisi. Sed in consequat mi.

MONTH 20XX - MONTH 20XX

Company Name, Location - *Job Title*

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Aenean ac interdum nisi. Sed in consequat mi.
- Sed pulvinar lacinia felis eu finibus.

Education

MONTH 20XX - MONTH 20XX

College Name, Location - *Degree*

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore.

Awards

Lorem ipsum dolor sit amet, consectetur adipiscing elit.
Aenean ac interdum nisi.

Untuk siapa: Blogger fesyen, Pengaruh (*Influencer*), Seni Kulineri, Industri Kreatif

Pautan *template*: [Template Gallery](#)

Resume berbentuk satu kolom ini amat sesuai digunakan bagi anda yang berada dalam industri fesyen, pengengaruh, kulineri, seni atau industri kreatif. Warna jingga kemerahan yang digunakan serta tulisan berlingkar memberi sentuhan feminin, dan menambahkan lagi impak personaliti. Warna jingga semenangnya tidak sesuai bagi bisnes, sesuatu yang serius dan jenis profesional. Meskipun *template* tersebut kelihatan ringkas, perubahan tulisan dan warna menjadikan *resume* lebih ceria dilihat. Ia merupakan padanan yang cantik jika anda mempunyai pengalaman dan kemahiran, meskipun kurang dari sudut latar belakang pendidikan.

Spearmint Resume Template

Your Name

Industrial Designer

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

SKILLS

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

EXPERIENCE

Company Name, Location - Job Title

MONTH 20XX - PRESENT

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Aenean ac interdum nisi. Sed in consequat mi.

Company Name, Location - Job Title

MONTH 20XX - MONTH 20XX

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Aenean ac interdum nisi. Sed in consequat mi.

Company Name, Location - Job Title

MONTH 20XX - MONTH 20XX

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Aenean ac interdum nisi. Sed in consequat mi.

EDUCATION

School Name, Location - Degree

MONTH 20XX - MONTH 20XX

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore.

AWARDS

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Aenean ac interdum nisi.

Untuk siapa: Jurutera Industri, Ahli Profesional dalam industri tenaga dan kelestarian

Pautan *template*: [Template Gallery](#)

Sekali pandang, *template* Spearmint seakan-akan Coral kerana konsepnya reka letaknya yang berbentuk satu kolum serta mempunyai kandungan kategori yang sama.

Walaupun, penggunaan warna hijau yang digunakan memberi nilai estetika serta memberi nilai yang berbeza. *Resume* ini sesuai digunakan bagi ahli industri atau individu yang terlibat dalam bidang kelestarian atau bisnes hijau. *Template* ini secara dasarnya tidaklah terlalu kreatif, kerana ia lebih memberi penekanan terhadap aspek kemahiran dan sesuai digunakan bagi mereka yang hendak menukar perjalanan karier.

Modern Writer Template

123 YOUR STREET
YOUR CITY, ST 12345
(123) 456-7890
NO_REPLY@EXAMPLE.COM

YOUR NAME

SKILLS

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

EXPERIENCE

Company Name, Location – Job Title

MONTH 20XX – PRESENT

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Aenean ac interdum nisi. Sed in consequat mi.
- Sed in consequat mi, sed pulvinar lacinia felis eu finibus.

Company Name, Location – Job Title

MONTH 20XX – MONTH 20XX

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Aenean ac interdum nisi. Sed in consequat mi.

Company Name, Location – Job Title

MONTH 20XX – MONTH 20XX

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Aenean ac interdum nisi. Sed in consequat mi.
- Sed pulvinar lacinia felis eu finibus.

EDUCATION

School Name, Location – Degree

MONTH 20XX – MONTH 20XX, LOCATION

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore.

AWARDS

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Aenean ac interdum nisi.

Untuk siapa: Copywriter, Penyunting, Penulis Skrip, Pustakawan

Pautan *template*: [Template Gallery](#)

Template unik dengan nama “Modern Writer” ini direka untuk satu sebab sahaja. Ia direka khas untuk para penulis moden. *Resume* ini merupakan *resume* yang tepat untuk anda jika fokus utama *resume* adalah untuk memberi penekanan terhadap kemahiran penulisan atau jika anda ingin memohon pekerjaan yang berkait dengan penulisan dan buku.

Misalnya Copywriter, Penulis Kandungan, Penyunting, Pustakawan, Penulis Skrin, dan sebagainya. Jika anda memohon jawatan bagi pekerjaan melibatkan bisnes, terus terang *resume* ini langsung tidak sesuai untuk anda.

Oceany Resume Template

	<p>012-3762324 harry@ikarier.com</p>
	<h1>HarryHariz</h1>
	<p>Bukit Jalli, 58200 – 012-3762324 – admin@ikarier.com</p> <p>linkedin.com/ikarier – www.ikarier.com</p>
	<p>Contact Information</p> <p>Pro Tip - Do away with full addresses and faxes. This is a modern era - employers will email any important job interview information or offer letter. Focus instead on adding professional social media accounts, online portfolios, business websites alongside your phone number and email.</p>
	<p>Summary Statement Pro Tip – You should explain your key qualifications for the job in two concise sentences. You should work in the most desired skill if you can identify it from the advertisement. This is your first opportunity to sell yourself to this hiring manager.</p>
	<hr/> <p>Pro Tip - Start with your most recent job title and work your way back through each relevant career title. Tailor each description to focus on related tasks, responsibilities, and quantifiable accomplishments related to the open job advertisement. Slip one or two additional skills into each job title as organically as possible.</p>
	<p>JOB TITLE – Employer Location, MM/YYYY</p> <ul style="list-style-type: none">+ Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential.+ Responsibility or accomplishments #2.+ Responsibility or accomplishments #3.
	<p>JOB TITLE – Employer Location, MM/YYYY</p> <ul style="list-style-type: none">+ Responsibility or accomplishments #1.+ Responsibility or accomplishments #2.

Untuk siapa: Ahli Profesional Pengurusan dan Pemasaran

Pautan *template*: [Muat turun](#)

Template ini bermain warna hitam dan biru, yang sebenarnya menaikserikan *template* ini. Apa yang menarik dan berbeza tentang *template* ini adalah bagaimana tahun disenaraikan, yang mana ia seakan CV namun kadar panjangnya pula seakan *resume*. *Template* dua tona ini memberi impak profesional terutama bagi individu profesional yang mempunyai banyak pengalaman kerja untuk disenaraikan.

Informasi Resume Template

Harry Hariz

Job Title

Bukit Jalil, Kuala Lumpur
admin@ikarier.com, 0123762324
linkedin.com/ikarier, www.ikarier.com

Contact Information

Pro Tip - Do away with full addresses and faxes. This is a modern era - employers will email any important job interview information or offer letter. Focus instead of adding professional social media accounts, online portfolios, business websites alongside your phone number and email.

Summary Statement

Pro Tip - You should explain your key qualifications for the job in two concise sentences. Your summary should align with the job description. You should work in the most desired skill if you can identify it from the advertisement. This is your first opportunity to sell yourself to this hiring manager.

Work Experience

Pro Tip - Start with your most recent job title and work your way back through each relevant career title. Tailor each description to focus on related tasks, responsibilities, and quantifiable accomplishments related to the open job advertisement. Slip one or two additional skills into each job title as organically as possible.

Employer – Job Title

Location, MM/YYYY

- Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential
- Responsibility or accomplishments #2.
- Responsibility or accomplishments #3.

Employer – Job Title

Location, MM/YYYY

- Responsibility or accomplishments #1.
- Responsibility or accomplishments #2.
- Responsibility or accomplishments #3.

Education

Pro Tip - Update this section to include relevant degrees, training programs, certifications, or academic coursework related to the open job opportunity.

Degree and Subject, Name of University

- Location, MM/YYYY

Skills

Pro Tip - Tailor this section to the open job opportunity, focusing on the featured skills and requirements on the job post. If you're writing a chronological or combination resume, limit the number of skills you feature to 6-8. Any more risks crowding the resume and diminishing the strength of your resume. If you're writing a functional resume, feel free to feature all relevant skills by skill type.

- Soft Skill 1
- Soft Skill 2
- Hard Skill 1
- Hard Skill 2

Untuk siapa: Ahli Profesional yang ingin menukar karier

Pautan *template*: [Muaturun](#)

Jika anda ada perancangan untuk bertukar karier, maka *resume template* ini sangat sesuai untuk anda setelah sekian lama anda berada di laluan profesional. Dalam kes ini, anda memerlukan sebuah *resume* yang akan memberi fokus terhadap kemahiran terhebat anda serta memberi penekanan terhadap objektif karier anda dalam bidang profesional.

Jika anda ada banyak pencapaian kerja yang berkualiti berbanding kuantiti untuk disenaraikan, serta inginkan ruang ekstra untuk menerangkan betapa bernilainya posisi anda dalam setiap organisasi yang anda sertai, maka *template* Informasi ini memang untuk anda.

Maksimalis Resume Template

Harry Hariz

Job Title

www.ikarier.com
linkedin.com/ikarier
admin@ikarier.com
Cell: 012-376 2324
Bukit Jalil, Kuala Lumpur

Pro Tip - Do away with full addresses and faxes. This is a modern era - employers will email any important job interview information or offer letter. Focus instead on adding professional social media accounts, online portfolios, business websites alongside your phone number and email.

Profile

Pro Tip - You should explain your key qualifications for the job in two concise sentences. You should work in the most desired skill if you can identify it from the advertisement. This is your first opportunity to sell yourself to this hiring manager.

Skills

Pro Tip - Tailor this section to the open job opportunity, focusing on the featured skills and requirements on the job post. If you're writing a chronological or combination resume, limit the number of skills you feature to 6-8. Any more risks crowding the resume and diminishing the strength of your resume. If you're writing a functional resume, feel free to feature all relevant skills by skill type.

- Soft Skill 1
- Soft Skill 2
- Hard Skill 1
- Hard Skill 2
- Technical Skill 1
- Technical Skill 2
- OPTIONAL Skill 1
- OPTIONAL Skill 2

Work History

Job Title
Employer
Location
MM/YYYY

Pro Tip - Start with your most recent job title and work your way back through each relevant career title. Tailor each description to focus on related tasks, responsibilities, and quantifiable accomplishments related to the open job advertisement. Slip one or two additional skills into each job title as organically as possible.

- Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential.
- Responsibility or accomplishments #2.
- Responsibility or accomplishments #3.

Job Title
Employer
Location
MM/YYYY

- Responsibility or accomplishments #1.
- Responsibility or accomplishments #2.
- Responsibility or accomplishments #3.

Education

Name of University Degree and Subject
Location
MM/YYYY

Untuk siapa: Individu yang banyak pencapaian

Pautan *template*: [Muaturun](#)

Maksimalis ini adalah *template* khas untuk mereka yang banyak pencapaiannya. Dalam *resume* ini, aspek pendidikan tidak diberi penekanan kerana ia ditenggelamkan oleh pengalaman kerja, anugerah, sijil dan kemahiran. Seperti *template resume* Informasi, ia sesuai jika sumbangan anda dalam pekerjaan sudah tidak boleh disenaraikan dalam bentuk bullet points. Ringkasnya, *template* Maksimalis ini akan menyampaikan maklumat anda dalam bentuk yang lengkap dan tepat.

***Template* tambahan:**

Gambar Passport Resume Template - [Muaturun](#)

Artistik Resume Template - [Muaturun](#)

Pakar Resume Template - [Muaturun](#)

Teknikal Resume Template - [Muaturun](#)