



# Secret CV Structure Guide - GetMe Hired

## Personal Details

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### Don'ts

1. Don't state full address due to private & confidential
2. Don't state your expectation salary

### Example:

Name: Ali Bin Abu

Email: ali@gmail.com

Number Phone: 012-3456789

Addres: Shah Alam, Selangor

Linkedin: <http://linkedin.com/in/ali>

## Professional Summary

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### Do's

1. Pitch about yourself and highlight your strenght that others dont have
2. Try have the employer perspective and they actually looking a talents that they can leverage and pass the jobs to you
3. Offer solution/skills that more attractive than your competitor

### Example:

An ambitious professional with over 1 Years in *PREVIOUS POSITION* Equipped with *DEGREE* looking for a career in *DESIRED ROLE* for any reasons

An energetic and zealous person with established track record to handle any task issued. An independent Business Management graduate from top 50 Universities in the world with a deep passion to pursue and enhance my business acumen skills, communications literacy, and get things done efficiently with vast experiences in corporate, social, and business industry. Very self motivated, result-driven and adaptive in working under pressure. Fluent in verbal and written Bahasa Malaysia and English, has good communication skills which enables strong relationship with public.

 Other Example of Professional Summary.

## Core Competency

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### Don'ts

1. Don't rate your skills using infographic
2. Don't state something that you not even capable

### Do's

1. Just list out your soft and hard skills, software skills/computer
2. Kindly include any skills related to your desired position in this part in order to emphasize your skills & specialty

### Example:

#### Computer Aided Design:

- AutoCAD
- SolidWorks


- Autodesk

### **Programming Skills:**

- C++
- Laravel
- Python

### Design Skills

- Adobe Photoshop
- Adobe Illustrator
- Canva

 Other Example of Core Competencies

## **Education**

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### **Do's**

Please just state year of graduation like (2020) only no need (2017-2020)

### **Example:**

**Universiti Teknologi MARA (UiTM) Shah Alam (2020)**

*Bachelor of Science (Hons.) Chemistry.*

**Universiti Malaysia Sabah (UMS) Kota Kinabalu (2017)**

*Foundation of Engineering*

**MRSM Taiping (2015)**

## Working Experience

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### Don'ts

1. Don't just put job description, you can add the achievement/impact that measurable such as successfully achieved 20% of revenues etc
2. Don't just copy paste from google

### Do's

1. Please give the duration for each work experience
2. Include any significant projects/achievements you have done throughout your employment
3. This would be a plus point to show your capability as an employee and your proactive effort in working in a team
4. Why should they hire you instead of others? Please write what your contribution/impact that you give not what you do
5. Please give at least 5 points for each jobs and highlight your achievement there

### Example:

1. Use STAR method- Situation, Task, Action, Result

Situation – Work as HSSE Engineer

Task - Reduce damaged pallets

Action - Integrate kanban system in warehouse operations

Result - Reduce company's monthly loss about RM10,000

2. Play with number and percentage

Successfully achieved quaterly Revenue Budget for Q3 & QF with +20% increment year-on-year and +12% againts KPI

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## **Alam Sdn Bhd (March to August 2020) ( 5 Months)**

### *Maintenance Engineer – Intern*

1. Successfully improved the Standard Operating Procedure (SOP) for reporting maintenance issue which reduced the risk of miscommunication and failure to comply with industry regulation.
2. Improved the dashboard of the Enterprise Resource Planning (ERP) software for the ease of use of the supervisor and workers in the production line during breakdown.
3. Maintaining spare part and prepared an inventory in and out form which help to lower cost and speed up fulfillment of inventory.

### **Achievements**

1. Successfully designed and fabricated a frame to support the suction part of an Autoloader to ensure correct amount of material gets into extruder.
2. Reduced the cost of production and delay in deliveries by installing detection sensor system to help monitor the material requirement level inside hopper.

## **Design for Change Malaysia. (September 2019 – December 2019) (4 months)**

1. Assisted the project manager to negotiate to the clients by discussing the budget, sponsorship and plan for I CAN Children's Global Summit through meeting with Ministry of Education (MOE)
2. Gained new potential clients for sponsorship for the events.
3. Supervised the event workflow and able to maintain connection with high profile clients.
4. Presented the teams to Minister and Delegates of Ministry of Education that will represent Malaysia to I CAN Children's Global Summit in Rome, Italy in 2019.

### **Achievements**

1. Successfully closed the sponsorship for I CAN Children's Global Summit



# Projects/Portfolio

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## Do's

1. Please give at least 2 projects from your final year project / intern / work with additional points of impact/contribution
2. State any project since diploma, degree, master, intern, work
3. Highlight your hard skills but state your previous projects and what you are capable for

## Example:

### **The solar power weed killer with the solar tracker, 2016**

1. Successfully design a prototype that can cut the weed (grass) powered by solar and battery. The solar panel is combined with a solar tracker to maximize the solar input.
2. The result of using this solar tracker can increase by about 20% of input power.

### **Harvard Simulation, The Back-Bay Battery Simulation (2017)**

1. A simulation project in managing Back Bay Battery's innovation strategy to ensure the company meets its performance goals while continuing to invest in future growth opportunities.
2. Gained deeper insight into how formulating and implementing strategy is constrained and enabled by governance, structure and control mechanisms

### **Systems Engineering Project: Making Climate Change Tangible, 2017**

1. Developed a product showcasing the impacts of climate change across various locations in Australia.
2. Applied systems engineering concepts to design a web-based application to allow customers to create their tangible product based on their desired specifications.
3. Liaised with multiple stakeholders with different interests and impacts on the project.

# Achievement

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## Do's

1. Give at least 3 of your achievement with additional points of impact/contribution
2. Any competition that you won before and dean list can state here

## Example:

### University Award

1. UQ Business School Achievement (Harvard Everest Simulation) (2017)
2. College Outstanding Performance Award (2013, 2015 & 2016)

### Champion of Social Entrepreneurship Business of Young Women Bootcamp 2016

1. Pitched on Social Business Model Canvas (SBMC) about empowering housewives to have extra income by work remotely from home as sales support

### Champion of Biznovate Business Pitching 2016

1. Pitched on Business Model Canvas (BMC) about production of anti-slip paint from recycle material garnet and polyurethane foam

# Co-Curricular: Leadership, Extracurricular and Volunteer

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## Do's

1. Highlight on your contribution/value on your previous activity during study
2. Kindly laborate like you make points for work experience
3. State 1-2 points for each achievements and leadership section, for extracurricular no need
4. At this section, quality over quantity so, put something that can make you stand out from others

**a) Leadership Experience** - any involvement in event and you be committee/leader, please give at least 3 of your leadership experiences with additional points of impact/contribution

**Example:**

**MASCA QUEENSLAND, Technical Manager (2018)**

1. Effectively apply and understand all the technical aspects for theatre from beginning until the end as well as be able to cooperate with team.
2. Accountable for making sure all technical instruments and designated flow flawlessly during the show.
3. Achieved to coordinate work within team member and software proficiency.

**Pekan Night Game 4.0, Captain of Futsal Team (2019)**

1. Managed the game plan, strategy, formation and selecting the players throughout the tournament.
2. Motivate the team before and during the game and successfully led the team to 2nd Place.

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**b) Extracurricular Activities** - just list if there not enough space or can elobrate if still have some space to add on your CV

**Example:**

1. Robotic Expo UMS, 2019
  2. PEREKA UMS ,2019
  3. ZooHackathon, 2018
  4. Majlis Sukan Universiti Malaysia (MASUM) Sports Carnival, 2018
  5. Kelayakan Liga IPT Zon Timur (Football), 2018
  6. Beach Soccer Competition representing faculty of Mechanical Engineering, 2018
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**c) Volunteer Activities** - just list if there not enough space or can eloborate if still have some space to add on your CV

### Example:

#### **The Institution Of Engineers Malaysia –Student Affairs Department (2015)**

1. Volunteered in a team of 30 students to conduct ENGINE FEST 2017 in UTM
2. Led the department team to manage and distributed IEM member cards to UTM student

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1. Facilitator for Energy Efficiency Program (EEP) organized by Malaysian Gas Association
  2. Gotong Royong & Bubur Lambuk CSR Ramadhan Kareem: Feed Your Soul
  3. Magic of Science CSR Rumah Anak – Anak Harapan Krubong (Learning interactive science experiment)

### **Summary Secret CV Structure from GetMe Hired**

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- 1) Details Personal
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  - 4) Education
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  - 6) Project
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  - 8) Co-Curricular: Leadership, Extracurricular and Volunteer