

Attendees are encouraged to use the attached template to format their resume for employers to review during the vFairs event. Here are some helpful tips as you include your information:

- **Name and contact information**
 - **Do NOT include** a picture, your date of birth, your marital status, your religion.
 - **Include** your name, phone number, email address, address.
- **Professional summary**
 - List a few things that explain why you are a capable and reliable employee.
- **Skills and abilities**
 - List your technical skills (project management, computer programming, data analysis, etc.) and soft skills (communication, teamwork, languages you speak, etc.).
- **Work Experience**
 - **Include** all relevant work experience starting with your current or most recent position and then adding the others in chronological order.
Include the main duties associated with this position.
- **Education**
 - List the most recent educational achievements first and go backward in time from there.
- **Professional Certifications**
 - List any relevant certifications you hold (e.g. Registered Nurse license).

First Nam Mir edris FAMILY NAME Mirzad

City, Country • Tel: +(93)073292020 (Kabul) Afghanistan • Email: jdree.mirzad@yayoo.com

SUMMARY

Summarize your work experience and education. List any achievements/accomplishments.

WORK EXPERIENCE:

Electric,Pulmber,Woodcraft

Date October -01-2010- to –December -31- 2011

Job Title Electrician /plumber Employer FTC City, Country prawn province
Afghanistan

Driver .

Date 25-July-2016 up to – 22 Oct -2017

Job Title: Driver Employer in sadai Azadari Radio City, Country Kabul Afghanistan

EDUCATION

Date 1997-2009, Degree Titl School Name Graduated Mohammad Alam faizad
High School City, Kabul Country Afghanistan

RELEVANT SKILLS

- Skill Name: specific skills; official work, education
- Skill Name;; Driving ,Electric, plumber, Carpentry

- Languages: Farsi, Pashto and English

PROFESSIONAL CERTIFICATIONS

1 Electric, Pluming,

2 Woodcraft