Saman Siriwardena

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# EDUCATION

June 2003 **University of Wales Wales, UK**

*Candidate for Master of Business Administration, concentration listing*

* Activities such as clubs. Format Officer title, Club name; Club name
* Certificate programs listed
* Additional activities, awards, honors

May 1996 **University of Colombo** Colombo, Sri Lanka

*Bachelor degree description, concentrations*

* Achievements, honors
* Thesis, study-abroad program, etc. Keep this section concise.

# EXPERIENCE

2000-Present **Company name, Inc. (This is small caps style)** City, Country

## *Title, Division or Subsidiary if applicable*

## *An optional line describing company’s business, to help recruiter contextualize bullet points.*

* Each bullet should describe responsibilities and achievement. Can use multiple phrases. Each bullet should be 1-3 lines long. Group responsibilities and activities logically to the reader
* List bullets in the order starting with one that broadly describes your job from the 10,000 feet level.
* Proceed with additional bullets that drill down to key responsibilities, describing the activities with action verbs, using little passive tense (is, are, there is, were accomplished). Try to include numbers to quantify your achievement
* Line spacing between each employer listing is 5 point.

1999-2000 **Company Name 2 Corporation** City, Country

### Title 1, Division 1 or subsidiary1 if applicable

* Apply same principles for developing bullets as mentioned earlier.
* A note about formatting bullets. If you lose the formatting of a line, don’t replicate it manually. The trick is to go to a line where the formatting is ok, select some text, hit the yellow paint brush button on the task bar.
* Then go to the messed up line and place the cursor somewhere in that line. The new format should copy over.

1996-1999 **Something Institute** City, State abbrev

*Title, Division or subsidiary*

* As the position becomes less recent, you might have fewer bullets for the position. You might condense what were 3 bullets into one. The assumption is that over time you have advanced in your career, and the interesting content is at the more recent positions.

# SKILLS AND ACTIVITIES

* Group like items together. Maybe one line for special computer skills, licenses, languages
* Lump personal hobbies or activities into 1 line. Don’t make it too long. Remember, this is a resume.

# REFREES

* Mr…………..
* Mr………….