



Padasalai's Telegram Groups!

(தலைப்பிற்கு கீழே உள்ள லிங்கை கிளிக் செய்து குழுவில் இணையவும்!)

- Padasalai's NEWS - Group
https://t.me/joinchat/NIfCqVRBNj9hhV4wu6_NqA
- Padasalai's Channel - Group
<https://t.me/padasalaichannel>
- Lesson Plan - Group
<https://t.me/joinchat/NIfCqVWwo5iL-21gpzrXLw>
- 12th Standard - Group
https://t.me/Padasalai_12th
- 11th Standard - Group
https://t.me/Padasalai_11th
- 10th Standard - Group
https://t.me/Padasalai_10th
- 9th Standard - Group
https://t.me/Padasalai_9th
- 6th to 8th Standard - Group
https://t.me/Padasalai_6to8
- 1st to 5th Standard - Group
https://t.me/Padasalai_1to5
- TET - Group
https://t.me/Padasalai_TET
- PGTRB - Group
https://t.me/Padasalai_PGTRB
- TNPSC - Group
https://t.me/Padasalai_TNPSC

CURRICULUM VITAE / RESUME WRITING

Qualifications:

NAME OF THE POST	QUALIFICATIONS
Principal (College)	M.A., / M.Sc., / M.Com., M.Phil., Ph.D.,
Assistance Professor	M.A., / M.Sc., / M.Com., M.Phil., / Ph.D., (Additional: A pass in the SLET Exam)
Head Master (School)	M.A., / M.Sc., / M.Com., and M.Ed., / B.Ed.,
Post Graduate in Teacher in English / Tamil / History / Economics	M.A., B.Ed., / M.A., M.Ed.,
Post Graduate Teacher in Chemistry, Botany, Zoology, Physics	M.Sc., B.Ed., / M.Sc., M.Ed.,
Computer Teacher	M.Sc., (Computer) / M.C.A.,
P.E.T. Staff	Degree with B.P.Ed.,
Librarian	B.L.I.S., / M.L.I.S.,
Music Teacher	B.Mus., / Diploma in Music
Hindi / French / Sanskrit	Diploma in Teaching
Sales Executive	Any Degree with field experience
Sales Manager	M.Com., with Computer knowledge
Account Officer / Accountant / Clerk	Any Degree
Stenographer	Any degree with Shorthand in Junior / Senior
Typist	Any degree with typewriting in Lower / Higher Class
Personal Secretary / Telephone operator / Receptionist / Sales Representative / Medical Representative	Any Degree with good communication skill and fluency in English
Computer operator	Any Degree with practical computer knowledge
Nurse	Degree / Diploma in Nursing
Radio / TV / AC / Fridge / Electrical and Plumbing Mechanics	Diploma in subject concerned
Pharmacist	B.Pharm., / D.Pharm.,

CURRICULUM VITAE / RESUME WRITING

Example:

WANTED

A reputed and well-established Higher Secondary School in Cheyyar requires an experienced and dynamic Principal with at least 5 years experience.

Apply within seven days to:

The Correspondent,
ABC Matric. Hr. Sec. School,
Anna Nagar,
Cheyyar – 604 407.

CURRICULUM VITAE

1. Name : XXX
2. Age : 34
3. Father's Name : Mr. ZZZ
4. Date of Birth : 01/07/1984
5. Gender : Male
6. Postal Address : YYY
7. E-mail id : xxxyyy@gmail.com
8. Educational Qualification :

NAME OF THE COURSE	NAME OF COLLEGE / UNIVERSITY	YEAR OF PASSING	PERCENTAGE OF MARKS
B.A. English Literature	TRS College of Arts and Science, Trichy.	2003	80.2
M.A. English Literature	TRS College of Arts and Science, Trichy.	2005	85.7
B.Ed.	TMT College of Education, Coimbatore.	2007	81.2

9. Experience :

DESIGNATION	NAME OF THE INSTITUTION	PERIOD OF SERVICE
PGT in English	Knowledge Matric. Hr. Sec. School, Arcot.	5 years (2009 – 2013)
Vice Principal	Knowledge Matric. Hr. Sec. School, Arcot.	2 years (2013 – 2015)
Principal	Knowledge Matric. Hr. Sec. School, Arcot.	3 years (2015 – Till date)

10. Languages Known : Tamil, English, Hindi.
11. Salary Expected : Rs.85,000/-
12. Reference : My previous employee.

CURRICULUM VITAE / RESUME WRITING

(Also Write if Awards and Prizes any)

DECLARATION

I hereby solemnly declare that the information furnished is proof to the best of my knowledge and belief.

Date :

Place : YYY

XXX

Signature

Address on the envelope:

To

The Correspondent,
ABC Matric. Hr. Sec. School.,
Anna Nagar,
Cheyyar – 604 407.

Frequently Asked Questions:

1. Accounts Officer
2. Salesmen dealing with textiles.
3. PG English Teacher
4. Computer Operator
5. Secretary to M.D. for Software Company
6. Security officer.
7. Sales Officer
8. Sales man
9. Office Assistant for Textile Machinery Manufacturing Company
10. Technician
11. PSC requires a Stenographer
12. Receptionist
13. Personal Secretary.