
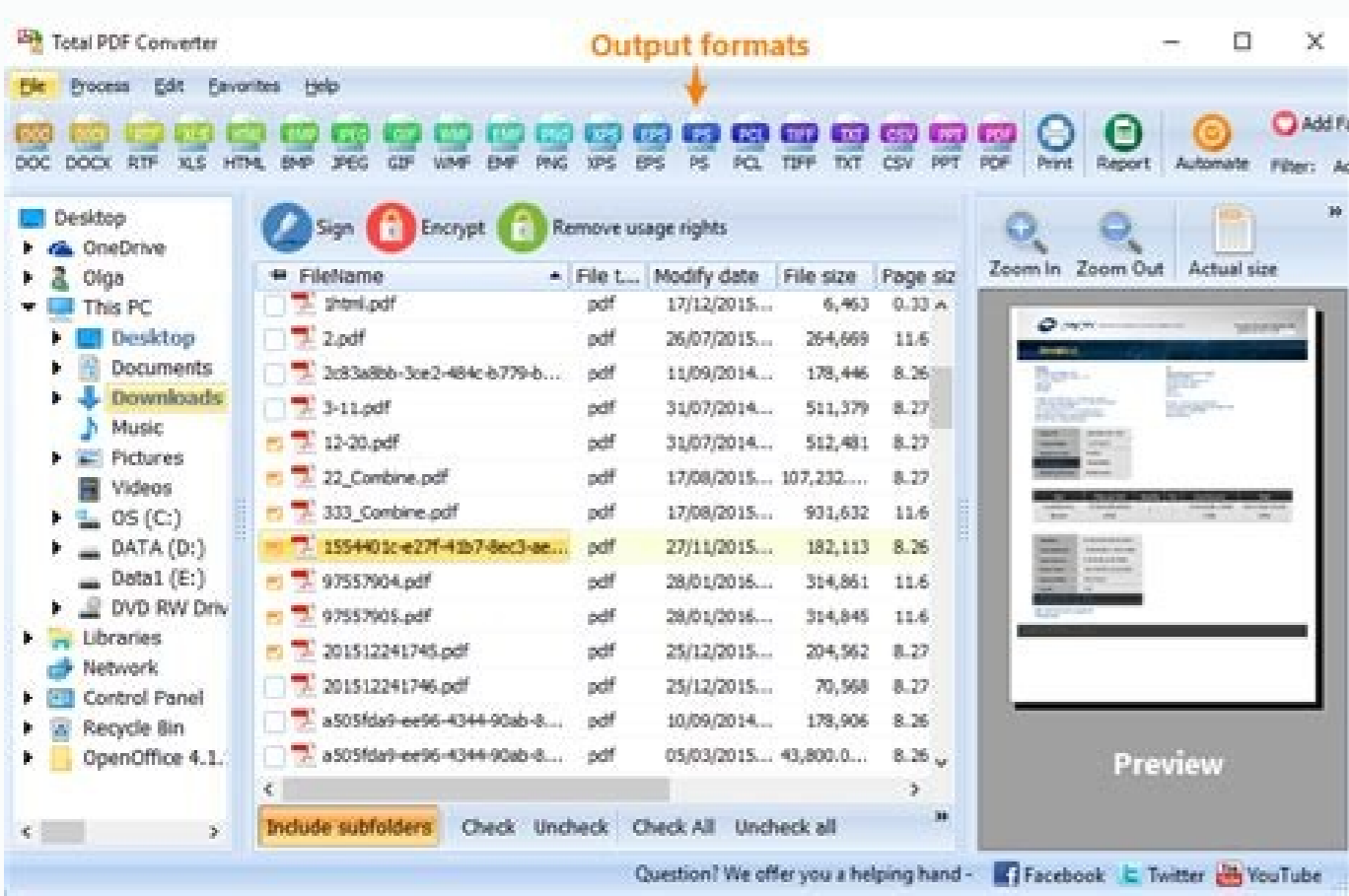


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BASIC RESUME FORMAT

NAME (All caps and bold; a slightly larger font is acceptable)

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- OBJECTIVE** State the type of position or internship you are seeking. (This is optional and should be included only if you have spare room.)
- EDUCATION** List (in reverse chronological order) the colleges you have attended and from which you have graduated or expect to graduate. Indicate degree, date of graduation, major, minor, and concentrations. GPA and relevant course work are optional. Academic honors, study abroad, and language proficiency may be included here or in a separate HONORS, ACTIVITIES, or SKILLS section.
- SKILLS** List any special skills (computer, language, equipment, training, etc.)
- EXPERIENCE** List internships, paid, and volunteer experience in reverse chronological order. Include position title, name and location of company or organization, and dates. Emphasize duties, skills, and accomplishments – cite numbers and specifics.
- HONORS/ACTIVITIES** Indicate honors, awards, activities, and memberships in and out of college. May include high school honors/activities only in special circumstances.
- REFERENCES** There is no need to list names and contact information for your references on the resume. Rather, these should be listed on a separate page. Indicate on the resume that references are available upon request if you have extra space. Otherwise, leave this off altogether since employers know they can request references from you.

Republic of the Philippines)
Province of _____) S.S.

VERIFICATION and CERTIFICATION AGAINST FORUM SHOPPING

WE, _____, all of legal age, and residents of _____ and _____ respectively, after having been duly sworn to in accordance with law, hereby depose and state that:

1. We are the Petitioners in the foregoing case;
2. We have caused the preparation of this initiatory pleading;
3. We have read and understood all that is contained therein, and that the same are true and correct based on our personal knowledge and authentic records/documents;
4. The pleading is not filed to harass, cause undue delay or needlessly increase the cost of litigation;
5. The factual allegations therein have evidentiary support or if specifically so identified, will likewise have evidentiary support after a reasonable opportunity for discovery;
6. We certify under oath that we have not commenced any other action or filed any claim involving the same issues in any court, tribunal or quasi-judicial agency;
7. To the best of our knowledge, no such action or claim is pending therein;
8. We likewise undertake that if there is such other pending action or claim, we will completely state the present status thereof;
9. If we should thereafter learn that a same or similar action has been filed or is pending, we undertake to report that fact within five (5) calendar days therefrom to the court wherein the complaint or initiatory pleading has been filed.

IN WITNESS WHEREOF, we have affixed our signatures this ___ day of _____ at _____

Affiant

Affiant

Affiant

Affiant

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SUBSCRIBED AND SWORN TO before me this ___ day of _____ at _____, Affiant exhibiting to me their government issued identification cards with nos. _____, _____, _____ respectively as competent evidences of their identity.

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