.PLANNED PARENTHOOD FEDERATION OF NIGERIA

Applicants’ Form 2

SUMMARY OF RESUME IN RESPECT OF APPLICATION FOR THE POST OF: **EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR**

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| --- | --- | --- | --- | --- |
| **NAME** | **Age/**  **Gender** | **Requisite Qualification**  **(as advertised)** | **Summary of Qualifications Obtained**  **by applicant (with dates)** | **Summary of Applicant’s Work Experience (with dates)** |
|  | e.g.  24/ Female | * B.SC/HND Secretarial Administration/Office Technology and Management * Minimum of Seven (7) years relevant work experience * Computer literacy skills (MS Office Package) * Excellent typing * Good oral and written communication skills * Team player with good public relations skills * Possession of a Master Degree will be an advantage |  |  |

**(please expand this form as may be required)**