.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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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)**