

[YOUR FULL NAME]
[Phone Number] | [Email] | [LinkedIn]
[Location]

PROFESSIONAL SUMMARY

[Recent graduate/Early career professional] with [X years/months] of experience in [your field]. Skilled in [key skill 1], [key skill 2], and [key skill 3]. Demonstrated ability to [key achievement or strength]. Seeking to leverage my [specific skills] to contribute to [type of company or role you're targeting].

EDUCATION

[UNIVERSITY NAME] | [Location]
[Degree Type and Subject] | [Graduation Year]
• GPA: [if above 7/10]
• Relevant coursework: [List 3-4 relevant courses]
• Final project: "[Project Title]" - [Brief description if relevant]
• [Any academic achievements, scholarships, or relevant activities]

WORK EXPERIENCE

[COMPANY NAME] | [Location]
[Position Title] | [Month Year - Month Year or Present]
• [Accomplishment that demonstrates a skill relevant to the job you're applying for]
• [Another accomplishment with measurable results if possible]
• [Responsibility or task that shows your capabilities]
• [Project you worked on with positive outcome]

[COMPANY/ORGANIZATION NAME] | [Location]
[Internship/Position Title] | [Month Year - Month Year]
• [Key responsibility or achievement]
• [Another responsibility or project]
• [Learning outcome or skill developed]

PROJECTS

[PROJECT NAME]
• [Description of the project, your role, and technologies/methodologies used]
• [Results or impact of the project]

[ANOTHER PROJECT NAME]
• [Description and your contribution]
• [Outcome or skills demonstrated]

SKILLS

Technical Skills: [Software, tools, or technical knowledge]

Language Skills: [Languages and proficiency levels]

Other Skills: [Relevant soft skills or other abilities]

CERTIFICATIONS & ADDITIONAL TRAINING

- [Certification Name] ([Issuing Organization], [Year])
- [Course or Training Program] ([Provider], [Year])

VOLUNTEER EXPERIENCE/EXTRACURRICULAR ACTIVITIES (Optional)

[Organization Name] | [Your Role] | [Dates]

- [Brief description of your involvement and any achievements]