Mohit Sharma

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| --- | --- | --- |
| Email Address: mohit12562@gmail.com | Ph: 226-759(8323) | Home Address: 361, Randolph Avenue, Windsor, ON, N9B2T4 |

**Professional Summary[use keywords]**

Job title

[recent achievements]

**Work Experience[use keywords]**

Month YYYY – Month YYYY **Company**/city/state

*Job italics*

* [2-3 bullet points]
* Quantifiable results
* Start with action verbs in past tense

Month YYYY – Month YYYY **Company**/city/state

*Job italics*

* …

Month YYYY – Month YYYY **Company**/city/state

*Job italics*

* …

Month YYYY – Month YYYY **Company**/city/state

*Job italics*

* …

**Education[use keywords]**

Month YYYY **School name**/city/state

Degree/certificate achieved

**Skills/Awards[use keywords]**

* [skills specific to the job from the job posting]

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Month 00, yyyy

Their name

Their title [hiring manager]

Company name

Company address

state, city, and zip code

Dear Name, [hiring manager]

First (Why you are the best fit) [infuse personality][applying for, why, and how did you hear about it]

Second (Highlight the skills you are going to apply to help the company grow)[achievements different from resume; use keywords]

Third (Short story about yourself and how your skills and the story relate to the company needs)[short story about yourself and your skills]

Fourth (Close by letting the hiring manager know how to reach you)[ how to contact you and how to stay in touch]

Formal Closing [sincerely, warm regards, thank you for your time]

~~with signature~~

Full name

Add keywords related to job listing in resume and cover letter.

In professional summary, mention how your current job experience has prepared you for the job you are applying for. Short and simple highlight your recent achievements