**Full Name**

City, State-ZIP **|** +(91)-0123456789 **|** name@gmail.com **|** [LinkedIn URL](https://www.linkedin.com/in/manasakoduganti) | GitHub

**JOB TITLE YOU’RE APPLYING FOR**

**CORE SKILL 1 | CORE SKILL 2 | CORE SKILL 3 | CORE SKILL 4**

Include your professional summary and personal attributes, Max. 4/5 lines. (Include years of experience, industry name, key responsibilities, and areas of experience), Demonstrate how your expertise helps the company will solve the particular pain point.

**PROFESSIONAL EXPERIENCE**

**Most Recent Position Title** - **Company Name** From-To

*Location*

* Use QUANTIFIABLE accomplishment statements, most importantly, how much, how often, and how well you did it, **including the projects** you worked on
* Highlight the action you took & skills
* 3 - 5 bullet points per position, not exceeding 1-2 lines each

**Second Position Title** - **Company Name** From-To

*Location*

* Use QUANTIFIABLE accomplishment statements, most importantly, how much, how often, and how well you did it, **including the projects** you worked on
* Highlight the action you took & skills
* 3 - 5 bullet points per position, not exceeding 1-2 lines each

**EDUCATION** 

**Most Recent Degree Name** – **Field of Study/Course** From-To

*University/ School Name, Location (% or CGPA is not mandatory) (Write in decreasing chronological order)*

**PROFESSIONAL SKILLS**

* List all skills you have mastered throughout your career.
* Pull relevant skills from the Job Description
* Specify them in 4-5 bullet points

**CERTIFICATIONS**

**Certification Name – Field of Study/Course** From-To

*University/School Name/Company, Location (No need to include location if it is a digital one)*

*(Can be your technical/sports/personal certifications)*

**CORE COMPETENCIES/STRENGTHS/PERSONAL TRAITS**

* Specify inter & intrapersonal skills, how, and where you’ve used them (evidence with a major achievement)
* 3-4 bullet points & Max. 2 lines per bullet, Pull relevant skills from the Job Description

**INTERESTS/HOBBIES**

* 3-4 bullet points, List with a short description of each hobby in a single line

**VOLUNTEER EXPERIENCE (If applicable)**

**Organization name** From-To

*Location*

* List responsibilities with the results you achieved in 2-3 bullet points

**AWARDS/HONORS (If applicable)**

**Award Name** From-To

*Location*

* List relevant awards and given by, including results you achieved *(Can be work-related, scholarship you have received for being a department holder, sports, paper presentation, etc.)*

**PUBLICATIONS (If applicable)**

* Research Paper Title, Journal Name, ID, Date of Publication *(Include this section only if you feel it is relevant to the job you’re applying for)*

**LANGUAGE COMPETENCIES**

* Telugu: Native language
* English: Fluent (Speaking, Reading, Writing)
* Hindi: Fluent (Speaking, Reading, Writing); max 3 languages