First name Surname

Location (optional) | mail id | +91-99999999 | Linkedin | Portfolio (optional)

Summary (Section 1 recommended if experience is 0-4yrs)

Craft a concise and compelling summary or objective that highlights your Personality including key skills, experiences, brands you worked with/for, achievements and career goals (max 2-3 lines)

Skills (Section 2)

Technical skills : ABC, XYZ
Personal skills :
Any other Skills/ Tools:
(List all your technical skills , Professional skills)

Professional Work/ Internship/ Project (Section 3)   (Total experience) X Years

(List your relevant work history in reverse chronological order, including job titles, company names, dates of employment, and key Impact delivered, responsibilities and achievements.)

Latest role/designation, Company (Senior Product Manager, ABC company)   May 202X — Current
- Should be in bullet points, first line to explain the project/problem you were trying to solve.
- Each bullet should be max 2 lines, Structure points using power verbs & make the points to fit the line perfectly.
- Make the points quantifiable by including numbers and factors (% improvement, efficiency, time saved etc.) (not every point)
- Think from a managerial perspective while drafting the points by showing the impact your work has on the business instead of just telling about your day to day work or being purely technical.
- The flow of the points should hep the recruiter/ Hiring manager your work flow and incremental work that helped project

Earlier role/designation, company (Product Manager 2, XYZ Company)   Sep 201X — May 202X
- Highlights career progression and recent achievements, emphasizes relevant experience for the desired position.
- Emphasizes skills and qualifications and bold a few keywords/impact items that you want recruiter/hiring manager to read
- Responsible for driving strategic roadmaps in collaboration with cross-functional teams
- Demonstrates added value, goal achievements, and contributions & provides concrete evidence of capabilities and success.

Internships/ projects can be added as a sub section after professional experience or freshers can add Internships instead of Professional experience

Education (Section 4)

(Mention educational background, including degrees earned, institutions attended, and any relevant coursework or academic honors)

Best college for Management, MBA — Strategy & Finance (Subjects you majored in) 91%   201X
Write all the highlights like institute rank, co-curricular and extracurricular activities
Relevant course work, Internships, Projects and key skills developed

Top one for engineering, B. Tech. — Your branch   9.9 CGPA   201X
Write all the highlights like institute rank, co-curricular and extracurricular activities
Relevant course work, Internships, Projects and key skills developed

Certifications(Section 5)

Certified Professional Project Manager, Udemy   month, year
Certified Java expert, Udemy   month, year