

# FULL NAME

Email | Phone Number | City, Province | LinkedIn (optional)

## PROFESSIONAL SUMMARY

Motivated fresh graduate seeking an entry-level position to apply academic knowledge, develop professional skills, and contribute to organizational goals.

## EDUCATION

**Bachelor's Degree in** \_\_\_\_\_

School Name, City

Year Graduated

## SKILLS

- Computer Literacy (MS Office, Google Workspace, etc.)
- Written and Verbal Communication
- Time Management and Organization
- Ability to Work in a Team

## INTERNSHIP / EXPERIENCE

**Intern / On-the-Job Trainee**

Company Name – Location

- Assisted in daily tasks and documentation
- Supported team operations and reporting

## SEMINARS & TRAININGS

- Title of Seminar or Training – Year

## REFERENCES

Available upon request.