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Highlight your key skills: Identify the skills that are most relevant to the job you are applying for, and mention them in your Professional Summary. For example, if you are applying for a job in marketing, you may want to highlight your skills in digital marketing, content creation, and social media management.

EMPLOYMENT HISTORY	
3 ► 40000, Surat	2020 - Present

EDUCATION	
2023 ► 2020, Surat	Mar 2023 - Mar 2023

WEBSITES & SOCIAL LINKS	
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SKILLS	
Supervision Administration Team Management Work Planning Administration Emotional Intelligence	

HOBBIES	
Keep it relevant: Only include hobbies that are relevant to the job you are applying for or that demonstrate relevant skills. For example, if you are applying for a job that requires teamwork, you may want to mention a team sport you enjoy playing.	

Highlight transferable skills: Consider hobbies that demonstrate transferable skills, such as leadership, communication, or problem-solving. For example, if you volunteer for a community organization, this shows that you have leadership and organizational skills.