Objective: Acc to job role

Keywords: Technical

Fonts: Serif SansSerif=> Arial Verdana

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Contact details:

FirstName LastName (14/16)[Verdana](14/18)[TNR]

Address(Current):[1 Line] 11/12 V/T THROUGHOUT THE DOCUMENT

Mob no

Email

Linkedin/github

{Line spacing for above [BLOCK]: 1/1.5}

-------------------------------[Line Spacing btn section: 2.0]-------------------------------------------------

**Objective: [Or Summary]**

To attain the position of a \_\_\_\_\_\_\_\_\_\_ which involves skillset of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[keywords]

[18-20 words / 1.5 lines] [Comfortable keywords => ]

**Professional Experience:**

**Organization:**

**From:**

**Designation:**

* Task1
* Task2…

Use Action words: **X** I was responsible for {tick} Presented, Documented, …

e.g. Designed, Supervised, Created, Standardised, Built, Tested, Studied, Earned, Saved, computed, Designed, Remodeled, Planned, Streamlined, Projected, Gained, Programmed, Sold, Upgraded, Maximized

**Skills / Strengths:**

**Tech Interpersonal**

**OR**

**Tech:** …, …, … … …

**Interpersonal:** …, …, …,

**Educational Qualifications:**

* CDAC
* BTech
* 12th

**Projects:**

**Title: Title of Project (Month year)**

**Summary:** ¾ lines: technology used, procedure, challenges

**Note if any:**

**Trainings/Certifications:**

**Awards/Achievements/Extracurricular Activities:**[Min 2 items]

**Hobbies:**[1/2]

**Languages:** []

Permanent Address

DO NOT INCLUDE:

Declarations

Family Background

Date of Birth

Height Complexion

Caste, Religion

Photographs

Passport Number

Adhar Number