

Your Full Name

[Affiliated Company name (if any)]

[Company Address]

[Your contact address]

[Profession: Your Position]

Affiliations with current workplace, other companies, and other professional organizations

Optional—social networking website if there is one

Highlight of Qualifications

- Other professional qualifications or quality skills during academic period
- Your academic excellence not expressed in educational records

Personal Branding Statement

Make yourself brand providing key skills relevant to your profession or job you are applying. Demonstrate your skills which are relevant to your achievements and impacts. Express your future continuity of the profession currently you are in. Your branding statement is in paragraph not in bullets.

[Following is **example** of your branding statement with skills and promises]

I am good in negotiate with vendor in order to get a better price for the company. However, I also have a good personality in communicate with my team members and also with the dealer in order to have a better understanding with them.

Through a combination of hard work, development projects and combination with knowledge improvement, I am able to join some of the projects and also lead my team successfully to help our company in order to become the biggest company who supply to not only in our country and also foreign country which is having a gross profit \$300 million.

With my negotiation skill, it helps our company to spend less in purchasing some machine and also some other stuffs. We are able to buy with lower price and also with a more quantity.

We will also continue to grow up in order to have a better improvement in our knowledge and skills.]

Working Experience

Job Positions

state date – end date

Company Name and address

Job Responsibilities:

- Responsibility one
- Responsibility two

Job Positions

state date – end date

Company Name and address

Job Responsibilities:

- Responsibility one
- Responsibility two

Note: arrange jobs in chronological order.

Education

Recent Academic Level

start date – end date

Name of University/College

Result: Current CGPA [2.66/4.00]

Previous to recent Academic Level

start date – end date

Name of University/College

Result: CGPA [2.89/4.00]

Extra-Curricular Activities

University Level

- List of activities while in university level study

Secondary School Level

- List of activities while in secondary school level

Additional Skills/ Qualities/Hobbies

Language Proficiency

English : Spoken and Written (Good)

Nepali : Spoken and Written (Good)

Hindi : Spoken and Written (Good)

Computer Literacy

Well versed with Microsoft Excel, Microsoft Power Point and Microsoft Word

Qualities

Good in interpersonal and communication skills, independent, adaptable, systematic, dynamic team player, able to work under pressure, sense of responsibility, patience, meticulous in details

Hobbies / Interests

Travelling

Swimming