

[Your Full Name]

[Your Phone Number] | [Your Email Address] | [LinkedIn Profile URL]

Professional Summary

A concise paragraph (3–4 sentences) summarizing your professional background, key skills, and what you bring to the role. Include important keywords from the job description.

Work Experience

Job Title – Company Name, Location

Month Year – Month Year

- Describe your key responsibilities and achievements here using action verbs.
- Include any quantifiable results or outcomes where possible.
- Use relevant keywords from the job posting naturally.

Job Title – Company Name, Location

Month Year – Month Year

- Describe your key responsibilities and achievements.
 - Use bullet points for easy reading.
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Education

Qualification – Institution Name, Location

Month Year – Month Year

- Include relevant courses, projects, or honors if they relate to the job.
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Skills

- List relevant hard skills here (software, tools, languages).
- Keep this section focused on the job requirements.

Certifications (Optional)

- Certification Name – Issuing Organization, Year

Languages (Optional)

- Language 1 (Proficiency Level)
- Language 2 (Proficiency Level)