<p style="text-align: center;">RESUME</p>

Name:

Contact No.:

E-mail Id:

Career Objective: In 2-3 lines written in linked phrases and not complete sentences, mention the designation you are applying for, what skills (2-3 max) you have that match with the job and what you wish to achieve.

Academic Background

- Pursuing B. Tech with a specialisation in CSE from Heritage Institute of Technology, Kolkata (Autonomous Institution), Affiliated to MAKAUT*.Currently pursing- Semester with CGPA- .
- School, place, year of passing, examination: score and rank, if any

(Example: Passed I.S.C. in Science from St. Xavier's Collegiate School, Kolkata, Affiliated to CISCE New Delhi in 2014: 88%)

- Passed I.C.S.E....

(Mention the full name of the affiliated University)

Certificate Courses/ Training etc.

- If any, or else, if not applicable delete the heading
- The heading must be customised according to what you have done
- You may have learnt additional courses like computer languages which you canmention here

Internships/projects (if you have certificates/awards)

Provide Details

Skills

- Computer Proficiency: Example, C, C ++, MS Office Package. Pls. Don't mention surfing the Internet as it is no proficiency.

Co-curricular activities

- Mention details like the name of the activity/competition, organising committee, place, year, rank
- Example, Winner of a robotics competition. Furnish details.

Extra –curricular activities

Mention details like the name of the activity/competition, organising committee, place, year, rank

- Example, 1st runner-up for a district-level swimming competition. Furnishdetails.

Memberships

- In case you have professional memberships, mention the title/ post/ designationheld if any, the organisation's name, tenure, and responsibility in brief

Hobby (if any)

Personal Profile:

Date of birth & Age:

Father's Name: Mr. or Shri.

Mother's Name: Mrs. or Smt.

Languages known:

Permanent Address: If contact address has been given in the front page, mention thepermanent address here.

Date:

Place:

Signature

(NAME)