# First Last

**Position you are seeking**

• [Portfoliowebsite.com](http://jakujobi.com)

• [email@email.com](mailto:email@email.com)

• YOU-R0P-HONE

• City, State ZIPCODE

• [Linkedin.com/in/username](http://linkedin.com/in/jakujobi)

• Github.com/username

## EDUCATION

### Certificate or Degree Completed Graduation Month YEAR

**Name of University (Acronym),** City, State CGPA: **#.##**/4.0

- List your minors and relevant educational achievement

- Mention specific honors or recognitions, such as "Dean’s List for 6 semesters," "Summa Cum Laude," etc.

#### **Courses:** List 5-8 courses that are most relevant to the job you're applying for.

## SKILLS

Programming: List the programming languages and tools you are proficient in. Start with the relevant ones you are strongest in.

Skill Group: Include relevant tools and technologies you are familiar with, such as IDEs, version control systems.

Others: Mention any additional skills that set you apart, such as data analysis, project management, or design software.

Interests:List your interests and other things you love doing e.g Piano, Badminton, Chess, DIY PC Building, FPS games

## PROJECTS

### [Title](https://www.notion.so/Jakujobi-com-Portfolio-Website-9a6cbefae93b49b78f7b8a9c7c32f18a?pvs=21) of Project – [Location](https://jakujobi.com/) or Link Start Date – End

- Describe the project you worked on, focusing on what you contributed and what the results were.

- Example: "Engineered a 10-bit processor using Verilog & FPGA board, successfully executing 14 arithmetic & logic operations."

### [Title](https://www.notion.so/Jakujobi-com-Portfolio-Website-9a6cbefae93b49b78f7b8a9c7c32f18a?pvs=21) of Project – [Location](https://jakujobi.com/) or Link Start Date – End

- Focus on your role in the project and the outcome. Quantify results where possible

- For example: "Developed a Python script that automates data analysis for a research project, reducing the time required by 40%."

## WORK EXPERIENCE

### **Title of Position Held – Company Name or Organization,** Location Month YEAR – Present

- Start with your most recent job. Describe your role and responsibilities, emphasizing what you achieved

- Use bullet points to highlight your achievements.

- Make sure to quantify your impact where possible

### **Title of Position Held – Company Name or Organization,** Location Start Date – End

- Continue listing past jobs in reverse chronological order. Each job should follow the same format as above.

- Remember to use strong action verbs (e.g., "Developed," "Led," "Managed")

- Achievement or responsibilities

### **Title of Position Held – Company Name or Organization,** Location Start Date – End

- Achievement or responsibilities

- Achievement or responsibilities

- Achievement or responsibilities

### **Title of Position Held – Company Name or Organization,** Location Start Date – End

- Achievement or responsibilities

- Achievement or responsibilities

## OTHER EXPERIENCE

### **Title of Position Held – Company Name or Organization,** Location Start Date – End

- Achievement or responsibilities

- Achievement or responsibilities

- Achievement or responsibilities

## LEADERSHIP & VOLUNTEERING

**Title or Position** – **Name of Club or Organization**, Location **Start Date – End**

**Title or Position** – **Name of Club or Organization**, Location **Start Date – End**

### **Title of Position Held – Company Name or Organization,** Location Start Date – End

- Focus on what you accomplished in these roles.

- Mention any events you organized, teams you led, or initiatives you started.