**First and Last Name**

**email id |mobile no | LinkedIn Link**

Hello,

Cover letter Context

**Sincerely**

**Name**

**First and Last Name**

**email id |mobile no | LinkedIn Link**

**Professional Summary**

Your Professional Summery here

**Experience**

**Job title (Grade: Management) | Company Name | City Name | 2021 – Present**

* Responsibilities 1
* Responsibilities 2
* Responsibilities 3
* Responsibilities 4
* Responsibilities 5

**Job title (Grade: Management) | Company Name | City Name | 2021 – Present**

* Responsibilities 1
* Responsibilities 2
* Responsibilities 3
* Responsibilities 4

**Education**

* **Name Of Institute | City Name | 2021**
  + **Degree name**
* **Name Of Institute | City Name | 2021**

**Degree name**

**Skills**

* Soft Skill 1 | Soft Skill 2 | Soft Skill 3
* Tech Skill 1 | Tech Skill 2 | Tech Skill 3

**Certifications**

* Certifications 1
* Certifications 1

**Hobbies**

* Hobbies 1 | Hobbies 2 | Hobbies 2 |

**Languages**

* Languages 1
* Languages 1
* Languages 1

Note: Remove this red part after completion after working on this rename both PDF and Doc file in formate “Name\_Resume” in case of Cover letter and Resume Rename as “Name\_Resume+Cover Letter”