**YOUR NAME IN ALL CAPS**

+92-XXX-XXXXXXX • Email address

• LinkedIn profile link

Education

**NAME OF MOST RECENT COLLEGE/UNI YOU ATTENDED**  City, Country

*Master of XYZ* (GPA) 20XX - 20XX

**NAME OF COLLEGE/UNIVERSITY**  City, Country

*Bachelor of XYZ* 20XX - 20XX

Professional Experience

**AMAL ACADEMY** Lahore, Pakistan

Education startup funded by Stanford University that teaches professional skills to students and corporations

***Career-Prep Fellow May 2019 – Present***

* *Communication:* Completed a competitive written application and interview process to be selected from over 4,500 applicants for intensive 3-month Fellowship funded by Stanford University
* *Skills development:* Investing 150 hours in order to develop business skills (e.g., communication, leadership, problem solving, teamwork, etc.) that will help me make a deeper impact on the job

**COMPANY NAME** City, Country

One-line description of that company

***Your job title Month 20XX – Month 20XX***

* *One “summary word” that describes the main skill that you used:* A detailed description of how you used that skill and what was achieved as a result

Academic Experience

**PROJECT TITLE** City, Country

One-line description of that project (include organization names)

***Your position in the project (e.g Lead Researcher)* Month 20XX – Month 20XX**

* *One “summary word” that describes a main outcome of that project:* A detailed description of how you got to that outcome (see **Example** below)
* *Human resources:* We found that if MCB increased its use of training in the Human Resources Department it would decrease HR turn-over and thus increase overall bank profits by 15% annually

Extracurricular & Volunteer Experience

**UET ASME SOCIETY** City, Country

* *Finance Secretary:* Managed accounts and finance for the society supervising a team of 3 volunteers and generating periodic financial reports every semester

Honors and Awards

**ACADEMIC SCHOLARSHIPS**

* Received full merit-based academic scholarship from University of (name) 20XX - 20XX

**ONLINE COURSES**

* Excel for Data Analysis and Visualization - edX – Microsoft 20XX - 20XX

**AWARDS AND CERTIFICATIONS**

* Received merit-based Laptop Award from Chief Minister Punjab 20XX - 20XX

Additional

* *Technical Skills:* Quickbooks, STATA, SPSS 2.3
* *Certifications:* Microsoft Office (Organization or Institute, Year)
* *Interests:* Technology Management, Graphic Design, News Stories
* *Language: Arabic*