YOUR NAME

P R O F E S S I O N A L T I T L E

0123456789 | @gmail.com | GitHub | LinkedIn | LeetCode(Optional)

P R O F E S S I O N A L O V E R V I E W

A resume summary is a preview of your most notable achievements, experiences, and skills. The primary purpose of this section is to convince the manager to read the rest of your resume. Consider quantifying your accomplishments.

W O R K E X P E R I E N C E */* P R O J E C T S

**Company Name** | Location, Your Position Title March 2022 - Jan 2024

* Achievements: It is not enough to say what you’ve done; your achievements matter the most; please check the Resume Writing guide for instructions
* Make these points easy to read and easy to understand; use action verbs and show them that you are the action person they need; write your achievements and results, use metrics
* Don’t hesitate to showcase the responsibilities you had that weren’t on your job description; they will that you have initiative and you’re open to developing yourself

P R O J E C T S

**Company Name** | Location, Your Position Title April 2024 - March 2025

* Read the job description and be sure to add the most frequent keywords; it will increase your ATS
* Showcase your accomplishments, they will ask questions from your resume during the interview; you need to be able to give details about everything you’ve written on your resume
* Write at least 3 bullet points under each job; as a recruiter, it is weird when you see a candidate with 1-year experience at a company but has only 1 bullet point; what have you done all that time? Date

C E R T I F I C A T I O N S

AWS Certified AI Practitioner July 2025

AWS Certified Cloud Practitioner July 2024

S K I L L S

Communication | Social Media | Marketing Strategy | Time Management

Team Management | Email Marketing | Stress Management | Critical Thinking

Problem-solving | Copywriting| Adaptability | Decision-making

E D U C A T I O N

University /College | Location | Master’s in Computers Date

University /College | Location | BCA