

Name

**ADDRESS:**

write optional, but it increase your credibility that you are more serious and real person,

**PHONE:**

+91 9971XXXXXX

**EMAIL:**

XXXXXXX@gmail.com

**PROFESSIONAL SUMMARY**

Looking for opportunites in Business Development / Business Analyst. .. write the specific description which **role** you are looking for, Think like a recruiter he has no interest to crawl your profile and take out what skills you have. He/She don't care whether you exist on this planet or not. So Be responsible and Be specific. Shorter resume with specific skills mentioned makes easier for recruiter to shortlist you, You aren't going for the position of Vice President in the company so don't worry too much about your resume if it doesn't show your potential appropriately. You need to show your potential in the interview when you are meeting in person > **Please think like a recruiter**

**WORK EXPERIENCE**

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1. XXXXXXX Private Limited

Jan'2018 – Mar'2018

*Skills: Fill this .. What skills you applied here (MS Excel , Word or CRM or whatever you did in the internship otherwise make a separate column for skill , learn to manage operation or whatever Be specific ).*

write the decription here

**SKILLS**

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**MS EXCEL MS WORD etc etc make this if your internship doesn't support your skills only otherwise remove this section**

**FORMAL EDUCATION**

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XXXX College, Delhi	XX %	08/2016 - 07/2019
CBSE Board Class XII	XX %	2016
CBSE Board Class X	XX %	2014

**EXTRA CURRICULAR ACTIVITIES**

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*Fill this doesn't help because recruiter has no interest to know about you they got a lots of applicant on the daily basis and their job is get the job done. Mention top 3 achievements only ..Understand the red liners and remove it and create your new resume with things I mentioned*

Hope you get your job soon

Thanks

Yash Pratap :)