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| **FIRST NAME LAST NAME** | |
| 123 your Street, City, State • [your.name@gmail.com](mailto:your.name@gmail.com) • 91- 85869275134 | |
| **SUMMARY** |  |
| Include two to four brief sentences (or bullet points) highlighting your most relevant accomplishments, skills, and experience. Make sure you also include hard numbers and strong verbs to illustrate what you achieved at work. | |
| **PROFESSIONAL EXPERIENCE** |  |
| **Company or Organization Name, City, State Job Title** | *Start Date – End Date* |
| * List your most impressive accomplishments and job duties in bulleted format * Start each bullet point with a verb to show what actions you took at work | * Include hard numbers when possible * Use 3 to 5 bullet points for each position you list |
| **Company or Organization Name, City, State Job Title** | *Start Date – End Date* |
| * List your accomplishments and job duties from an earlier job * Start each bullet point with a verb to show what actions you took at work   **ACADEMIC QUALIFICATIONS** – Degrees obtained with CGPA  **PROFESSIONAL QUALIFICATIONS** – Courses done with Civil equivalence  **CERTIFICATIONS** – Like Lean Six Sigma  **COMPETENCIES** – Hard skills  **SOFT SKILLS** – Communication, Personality development  **ACCOMPLISHMENT HIGHLIGHTS** – Quantify the  accomplishments | * Include hard numbers when possible |