Personal Information

[Your Name]

[Your Job Title]

[Phone Number]

[Email Address]

[LinkedIn]

[Optional: Personal Website, Twitter, Instagram, Or Other Relevant Links]

Resume Summary or Objective

Dependable/Detail-oriented/Creative [Your Job Title] with [X] years of experience in [Your Industry/Niche]. Helped [increase revenue/cut costs/train employees/other achievements] by [X]%. Looking to join [Company Name] to ensure [the highest customer satisfaction scores/a steady boost in ROI/prompt project delivery/other metrics and KPIs you hope to deliver for the prospective employer].

Work History

[Your Job Title]

[Company Name]

[Date Range]

- List your jobs in reverse-chronological order. Go with the most recent one first.
- Go back no more than 15 years of your work history.
- Use up to 6 bullet points to describe your work history. Don't cram your resume with unnecessary details. As you go back in time, limit the number of bullet points under each entry.
- Focus on your relevant achievements and skills. List them as accomplishment statements beginning with action verbs, e.g., [Boosted sales/cut costs] by [X]% through implementing a new system of [invoicing/project management/procurement, etc.].
- Stay on one page.

Education

[Degree]

[University Name]

[Graduation Year]

- If you have a few years of professional experience, limit your education section to your highest degree.
- If you don't, leverage your academic achievements. Include your CGPA if it's high enough to impress recruiters and add relevant extracurricular activities.

Skills

[Skill #1: Advanced]

[Skill #2: Advanced]

[Skill #3: Basic]

Additional Resume Sections

[Certificates And Licences]

[Volunteering]

[Industry Conferences]

[Awards]

[Foreign Languages]

[Hobbies And Interests]