



# FIRST NAME LAST NAME

123 your Street, City, State • 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
- Include hard numbers when possible

**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