

[YOUR FULL NAME]

[TARGET JOB TITLE | 2–3 CORE SKILLS OR SPECIALTIES]

[your.email@example.com] | [+Country Code Phone Number] | [City] | [Country] | LinkedIn | Portfolio | GitHub

PROFESSIONAL SUMMARY

[Write 3–4 lines summarising your experience, strongest skills, industry knowledge, and 1–2 measurable achievements. Tailor this section to the job you are applying for.]

WORK EXPERIENCE

[JOB TITLE] [MMM YYYY] – [MMM YYYY or Present]

[COMPANY NAME], [City, Country or Remote]

- [Start with a strong action verb. Describe what you did, how you did it, and the result.]
- [Include numbers where possible — %, revenue, users, time saved, cost reduced, projects completed, etc.]
- [Mention responsibilities and skills that are relevant to the target job.]
- [Avoid listing generic duties without explaining your impact.]
- [Example structure: Increased / Reduced / Improved [metric] by [X%] through [action].]
- [Add another measurable achievement if available.]

Tech: [Relevant Tool / Technology]

[PREVIOUS JOB TITLE] [MMM YYYY] – [MMM YYYY]

[COMPANY NAME], [City, Country or Remote]

- [Describe your most important responsibility or achievement.]
- [Show measurable impact wherever possible.]
- [Prioritise experience relevant to your target position.]
- [Add your strongest measurable achievement.]

Tech: [Relevant Tool / Technology]

EDUCATION

[DEGREE OR QUALIFICATION] of [FIELD OF STUDY]

[UNIVERSITY / COLLEGE NAME]

- Final CGPA: [GPA — include only if useful]
- [Honours / Distinction — optional]
- [Relevant Course — mainly useful for students / recent graduates]
- [Relevant Course]

[MMM YYYY] – [MMM YYYY or Expected MMM YYYY]

SKILLS

- [Job-relevant hard skill]
- [Software / Tool]
- [Technical or industry skill]
- [Another keyword appearing in the job description that genuinely matches your experience]

PROJECTS

[PROJECT NAME] – [YOUR ROLE — optional] [MMM YYYY] – [MMM YYYY or Present]

[Describe what you built or worked on, what problem it solved, what you personally contributed, and the measurable result if possible.]

Tech: [Relevant Tool / Technology]

CERTIFICATIONS

[CERTIFICATION NAME] – [ISSUING ORGANISATION]
[Optional short description]

[MMM YYYY]

AWARDS

[AWARD / RECOGNITION] – [ORGANISATION]
[Briefly explain why you received the award — optional]

[MMM YYYY]

PUBLICATIONS

[PUBLICATION TITLE]
[Publisher / Journal — optional]

[MMM YYYY]

LANGUAGES

- [LANGUAGE] – [Native / Fluent / Professional / Conversational]

INTERESTS

[Optional relevant interest — remove this section if it does not strengthen your resume]

REFERENCES

[Usually remove this section unless the employer specifically requests references]