

[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

[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.]

OBJECTIVE

[Optional: Use this mainly if you are a student, career changer, or have limited experience. State the role you are targeting and the value you can bring.]

AREA OF EXPERTISE

[Job-relevant hard skill]

[Software / Tool]

[Technical or industry skill]

[Another keyword appearing in the job description
that genuinely matches your experience]

PROFESSIONAL EXPERIENCE

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

[MMM YYYY] – [MMM YYYY or Present]

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

[MMM YYYY] – [MMM YYYY]

- [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]

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.]

Team size: [Team size — optional]

Tech: [Relevant Tool / Technology]

EDUCATION

[DEGREE OR QUALIFICATION], [FIELD OF STUDY], [UNIVERSITY / COLLEGE NAME]

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

GPA: [GPA — include only if useful]

[Honours / Distinction — optional]

- [Relevant Course — mainly useful for students / recent graduates]
- [Relevant Course]

CERTIFICATIONS

[**CERTIFICATION NAME**], [ISSUING ORGANISATION] ([MMM YYYY])
[Optional short description]

AWARDS

[**AWARD / RECOGNITION**], [ORGANISATION] ([MMM YYYY])
[Briefly explain why you received the award — optional]

PUBLICATIONS

[**PUBLICATION TITLE**], [Publisher / Journal — optional] ([MMM YYYY]) [!\[\]\(339a16584d5da0f0a3ca4e9ec17bf6a1_img.jpg\)](#)

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]