

YOUR NAME

Target Job Title | Skill 1, Skill 2, Skill 3

City, State | +91 98XXX XXXXX | you@email.com | linkedin.com/in/yourname

SUMMARY

[Job title] with [X] years of experience in [domain]. Known for [strongest result or specialty]. Skilled in [3–4 skills from the job description you can prove]. Looking for a [target role] role.

EXPERIENCE

Job Title, Company Name, City

Mon YYYY – Present

- Action verb + what you did + tools used + measurable result (e.g. cut report time from 6 hours to 1).
- Action verb + scope (team size, budget, users, volume) + outcome.
- Action verb + a skill from the job description shown in real work + result.

Previous Job Title, Company Name, City

Mon YYYY – Mon YYYY

- Most relevant achievement for the job you are applying to.
- Second achievement with a number.

EDUCATION

Degree, Branch, College / University

YYYY

SKILLS

Technical: Skill, Skill, Skill

Tools: Tool, Tool, Tool

Languages: English, Hindi

CERTIFICATIONS

Certification Name, Issuer, YYYY