



SAMPLE RESUME

First Name Last Name (embed your linkedin URL)

Address:

Email: xxxxxxxxxxxx| Phone: +xxxxxxxxxxxxxx

Education

Degree	Institution	Duration
Undergrad Degree	University Name	xxxx
High School Degree	School Name	xxxx

Professional Experience (If you are fresher, mention your internships, summer projects)

Designation, Company, Duration

- Roles and responsibilities
- Roles and responsibilities

Designation, Company, Duration (2nd if any)

- Roles and responsibilities
- Roles and responsibilities

Skills

- Communication Skills, Microsoft Excel, SQL, SAS, SAP (Level)

Positions of Responsibility/Achievements

- President Science Club - Describe in 1 line your contributions and achievements
- Vice Captain School Basketball Team - Describe in 1 line your contributions and achievements
- National Mathematics Olympiad - Describe in 1 line your achievements

Extracurricular Activities

- Music, Drama (if any) - Describe in 1 line your contributions and achievements
- Extempore, Debates - Describe in 1 line your contributions and achievements

Languages Proficiency

- English (Level), German (Level), Hindi (Level)