**Resume**

Name Mobile no:

Address Email Id.

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**Objective:** To find a suitable career in an organization of repute.

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | College | Year of passing | % Marks |
| BE (E&C)/M Com/MCJ |  |  |  |
| PUC |  |  |  |
| SSLC |  |  |  |

**Technical/Special Skills:**

Languages Known [depends on the skillset]: C++, Java, Tally, CorelDraw*…. {Write your skill sets based on proficiency}*

Operating System:

**Projects Undertaken/Thesis submitted/…:**

Project name: *{Use Tech. Language more. Less descriptions}*

Description:

**Achievements***: (Do not write School Essay competitions, Etc. Write tech. achievements, project achievements)*

Any awards/inventions/special contributions…

**Extra-curricular activities** *(Write Voluntary Participations like blood donors forum, Swatch Bharat Mission..Etc.)*

**Personal Details:**

Date of Birth:

Permanent Address:

Languages Known:

Disclaimer: I hereby declare that the details mentioned above are correct to the best of my

Knowledge.

Place: Thanking you

Date: Name

*(NOTE: Please limit your resume for 2 pages. Do not go for too many descriptive notes. Use “SEARCH WORDS” KEY WORDS” in the advertisement, for the job applied for while writing your Project work, Technical Skills...etc****. Remove this note from your resume!)***

*Yellow highlighted are instructions*