

## RESUME

### PERSONAL INFORMATION

Full Name:

Date of Birth:

Father's Name:

Marital Status:

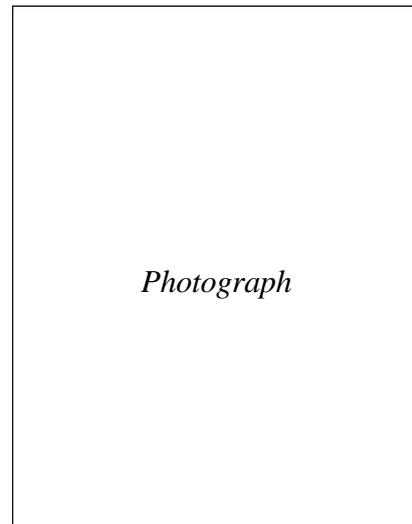
Postal Address:

City:

Pin Code:

Mobile No.:

Mail Id:



### CAREER OBJECTIVE *(please develop and write on the following points)*

- Area of Specialization
- What do you want to do? This section includes a sentence or two about your employment goals.
- An objective which describes why you are the perfect candidate for the job that can help your resume stand out from the competition.

### EDUCATIONAL QUALIFICATIONS

|                          | DEGREE/<br>EXAMINATION | UNIVERSITY/BOARD<br>INSTITUTE | YEAR OF<br>PASSING | PERCENTAGE |
|--------------------------|------------------------|-------------------------------|--------------------|------------|
| Class-X                  |                        |                               |                    |            |
| Class-XII                |                        |                               |                    |            |
| Graduation               |                        |                               |                    |            |
| Post-graduation          |                        |                               |                    |            |
| Diploma /<br>Certificate |                        |                               |                    |            |

### SKILLS

Includes skills related to the position/career field that you are applying for e.g. computer skills, language skills, etc.

## **CAREER SUMMARY/HIGHLIGHTS**

This section of the resume should list key achievements, skills, traits and experience relevant to the position for which you are applying for. It should highlight your relevant experience and lets the prospective employer know that you have taken the time to create a resume that shows how you are qualified for the job.

## **EXPERIENCE, IF ANY**

This section of the resume includes work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements.

## **ADDITIONAL INFORMATION**

This section of your resume includes seminars and conference attended; participation in college/school activities and events, interests and hobbies etc.

I hereby confirm that the information given above is true and accurate to the best of my knowledge

(Signature of the Candidate)

Name of the candidate

Place:

Date: