

Resume Template

Name: _____ Date: _____

Name

Address

Tel: ; Mobile:

Email address

Objective

State the objective briefly

Education

Last Grade Completed

Name of School

Courses currently taking:

Graduation Date

CGPA or Grade

Experience

Internship or Part Time jobs

Dates

Skills/Abilities

SKILL #1: Brief description (include: description of skill, when used, and how is it a useful skill)

SKILL #2: Brief description (include: description of skill, when used, and how is it a useful skill)

SKILL #3: Brief description (include: description of skill, when used, and how is it a useful skill)

SKILL #4: Brief description (include: description of skill, when used, and how is it a useful skill)

Educational
Projects

FINAL PROJECT FOR A CLASS: Title of the Project – Brief description

Other projects

Papers/ Reports

Paper/Report title and brief description

Workshops and Seminars

Honors

Honors and Award Information is placed here

Leadership

The membership and/or office held is mentioned here