

[Your Name]

Aspiring [Job Title or Professional Field]

[your.email@example.com] [Phone Number] [City, Country] [LinkedIn/Portfolio URL]

SUMMARY

Motivated and enthusiastic [recent graduate/student/first-time job seeker] with a strong interest in [industry/field]. Eager to leverage academic achievements and transferable skills to contribute effectively as part of a professional team.

EDUCATION

[Degree or Diploma]

[Institution Name] • [Month Year] – [Month Year or "Present"]

[Relevant Coursework, GPA (if strong), Honors, etc.]

EXPERIENCE

[Intern/Volunteer/Part-time/Project Title]

[Company/Organization Name] • [Month Year] – [Month Year]

- Describe responsibilities, tasks, or achievements relevant to the job you want.
- Highlight transferable skills: teamwork, communication, attention to detail, etc.

SKILLS

- Technical Skill #1 (e.g. Microsoft Office, Python, Canva, Social Media)
- Soft Skill #1 (e.g. Communication, Problem Solving, Time Management)
- Language: [Language] – [Proficiency]

PROJECTS & ACTIVITIES

- **[Project/Club/Activity Name]:** Brief description of your role, achievement, or impact.

REFERENCES

Available upon request.