

[Your Name]

[Phone Number] Â· [Email Address] Â· [LinkedIn] Â· [Location]

PROFESSIONAL SUMMARY

Motivated and adaptable graduate seeking to transition into [Target Career Field]. Strong foundation in [Relevant Skills or Subject], eager to leverage transferable skills and learn new competencies in a dynamic environment.

EDUCATION

[Degree/Qualification]

[Year]

[University/Institution], [City]

Relevant Coursework: [List, e.g., Project Management, Data Analysis]

TRANSFERABLE SKILLS

- [Skill 1 e.g., Communication]
- [Skill 2 e.g., Analytical Thinking]
- [Skill 3 e.g., Problem Solving]
- [Skill 4 e.g., Team Collaboration]

RELEVANT EXPERIENCE

[Role/Position Title]

[Yearâ€”Year]

[Organization/Company], [City]

- [Briefly describe a responsibility or achievement]
- [Briefly describe a transferable skill demonstrated]

PROJECTS & ACADEMIC WORK

[Project Title]

[Course/Context] â€” [Month Year]

- [Short description of the project and outcome]

CERTIFICATIONS & TRAINING

- [Certification Title], [Provider/Institution], [Year]

ADDITIONAL INFORMATION

- Languages: [e.g., English (Fluent)]
- Interests: [e.g., Volunteering, Travel]