**RESUME**

**NAME**

**E-mail:**

**Ph:**

**Objective:**

**Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification**  | **Institution**  | **Board**  | **Percentage**  |
| **10th**  |  |  |  |
| **12th** |  |  |  |
| **Graduation**  |  |  |  |

**Other Certifications and Achievements:**

**Workshops Attended/organized**

**Key Responsibilities Handled**

**Work/ Internship Experience**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.no.**  | **Designation**  | **Name and address of employer(S)** | **Date of joining** | **Date of leaving** | **Length of service** | **Nature of works/duties** |

**Computer Proficiency:**

**Personal Profile:**

**Name:**

**Father's / Husband’s Name**:

**Date of Birth**:

**Language Known:**

**Hobbies:**

 **Permanent Address**:

 **Present address**:

 **Declaration** : I hereby declare that the furnished information is true to the best of my knowledge.

Date:

**Place: Name:**

Note-

* All the information shall be in chronological order.
* Never mention your gender or marital status.
* The font size shall be same.
* Never use any abbreviation.
* Avoid grammatical mistake.
* Never lie on your resume.