**[Your Full Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]

PHOTO

**Objective**

A concise statement outlining your career goals and how your skills and experiences align with the position you are applying for.

*Example:* "To obtain a [Desired Position] at [Company Name], where I can utilize my [Key Skills] to contribute to [Specific Goals or Projects]."

**Professional Summary**

A brief overview of your professional background, highlighting key achievements and skills.

*Example:* "Experienced [Your Profession] with over [Number of Years] years in [Industry/Field]. Proven track record in [Key Achievements], with expertise in [Core Competencies]."

**Skills**

A list of relevant skills tailored to the job you're applying for.

* Skill 1
* Skill 2
* Skill 3
* Skill 4
* Skill 5

**Work Experience**

**[Most Recent Job Title]**  
[Company Name], [City, State]  
[Month/Year] – [Month/Year]

* **Key Responsibility 1:** Briefly describe your primary responsibilities.
* **Key Responsibility 2:** Include any achievements or metrics that demonstrate your impact.
* **Key Responsibility 3:** Focus on results and contributions to the company’s success.

**[Previous Job Title]**  
[Company Name], [City, State]  
[Month/Year] – [Month/Year]

* **Key Responsibility 1:** Briefly describe your primary responsibilities.
* **Key Responsibility 2:** Include any achievements or metrics that demonstrate your impact.
* **Key Responsibility 3:** Focus on results and contributions to the company’s success.

*Continue for other relevant positions.*

**Education**

**[Degree Earned]**  
[University/College Name], [City, State]  
[Month/Year] – [Month/Year]

* **Relevant Coursework or Achievements:** (Optional, particularly for recent graduates)

*Continue for other degrees or certifications.*

**Certifications (Optional)**

A list of relevant certifications that enhance your qualifications.

* Certification Name | Issuing Organization | Date Earned
* Certification Name | Issuing Organization | Date Earned

**Projects (Optional)**

A brief description of relevant projects that demonstrate your expertise.

**Project Title**  
[Date Completed]

* **Objective:** Brief description of the project goal.
* **Role:** Your role and responsibilities in the project.
* **Outcome:** Results or achievements from the project.

**Languages (Optional)**

List any languages you speak, read, or write, along with your proficiency level.

* Language | Proficiency Level (Fluent, Intermediate, Basic)
* Language | Proficiency Level (Fluent, Intermediate, Basic)

**Volunteer Experience (Optional)**

**[Volunteer Position]**  
[Organization Name], [City, State]  
[Month/Year] – [Month/Year]

* **Key Responsibility 1:** Describe your volunteer role and contributions.
* **Key Responsibility 2:** Highlight any notable achievements.

**Hobbies & Interests (Optional)**

A brief list of hobbies or interests relevant to the job or industry.

**References**

Available upon request.

**Disclaimer**

I hereby declare that all the information provided above is true and accurate to the best of my knowledge. I understand that any false information may lead to disqualification from the recruitment process.

**Signature:** [Your Signature]

**……………………………………………………………………………**

**Date:** [Today's Date]

…………………………………………………………….. 2024

**REFERENCE:**

1. MMJ CONSULTANCY | HRD@MMJCONSULTING.SERVICES
2. BRATA CHAKRABORTY | DC009@MMJCONSULTING.SERVICES
3. [ Your Reference Name ]