**Full Name**

(+91)-0123123129 | email-id@yahoo.com | linkedin profile link

|  **EDUCATIONAL QUALIFICATION** |
| --- |
| **Course** |  **Year**  | **Institution** |  **Grade** |
| B.Sc./ B.Com/ B.A. |  2024 |  Jesus and Mary College, University of Delhi |  CGPA |
|  AISSCE/ ISCE and STREAM (Class XII) | 2021 |  School Name, City of School | % |
|  AISSE/ ICSE (Class X) |  2019 |  School Name, City of School |  % |
|  **PROFESSIONAL CERTIFICATION *(Optional!)*** |
| CA/ CS/ CFA/ Actuaries |  20XX | ICAI/ ICSI/ CFA/ IAI |  Score |

**WORK EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[Job Role/Profile] Intern,** Company X ***(Jun’22 - Aug’22)***

* *Mention your key role in the organisation in one line.*
* *Write down the impact of this role.. Mention the projects you worked in, if any.*

**POSITIONS OF RESPONSIBILITY/LEADERSHIP EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position**, Name of College Society/ Department, School/ College ***(Dec’20 - Present)***

* *Mention your key role in the organisation, and the events or projects you helped organise, if any.*

**EXTRA-CURRICULAR ACTIVITIES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Prize Awarded** in cultural/sports event/competition - ABC Institution *(****Apr’21)***

**LICENCES AND CERTIFICATIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Add On Course** - ABC Institution/ University/Coursera/Udemy *(****Apr’21)***

 *[Mention the Grade that you achieved, and give a brief about course]*

**VOLUNTEERING EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* NGO Name/ Social Organization ***(Apr’21 - Aug’22)***

*[Give a brief about the volunteer activity/ social service drive/ what role you played]*

 **ACADEMIC ACHIEVEMENTS AND PROJECTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **XYZ** Scholarship, awarded by ABC Institution  ***(Jan’18)***
* **XYZ** Achievement - ABC Event/ Competition ***(Aug’20)***
* Worked on a **Research Project** under **Dr. (Professor Name)** on **topic {---} *(Aug’20)***

**LANGUAGES:**

| * Language 1 (Fluent)
 | * Language 2 (Native)
 | * Language 3 (Elementary)
 |
| --- | --- | --- |

**TOOLS:**

* *mention the technical skills you possess, like Excel, Canva, Microsoft Office, R, Python etc.*

**SKILLS:**

* *Mention your skills other than technical skills like, communication, research, management, etc.*

**INTERESTS:**

* *mention domains you’re interested to know more about, or want to work in!*