

Full Name

Full Present Address

Email: *abc@ymail.com*; Cell: +123456788

PERSONAL SUMMARY

Write 1-2 lines on who you are and your vision for your career. For Example:

'A passionate and innovative young professional with academic excellence and professional experience in computer science looking to build a strong career in information technology

PROFESSIONAL EXPERIENCE

XYZ Company

Executive, DEF Department

- Responsibilities and achievements

City, Country
January '22- Present

ABC Company

Intern, KLM Department

- Responsibilities and achievements

City, Country
June '21- December '21

EDUCATION

XYZ University

- Bachelor of Science in Applied Accounting

City, Country
2012-2016

ABC School

- Higher Secondary Certificate, School Name
- Secondary School Certificate, School Name

City, Country
2010-2012
1997-2010

CERTIFICATIONS/TRAININGS

- Outline any physical/online certifications you have received that is relevant to the job role
- Input any trainings you have undertaken that may be relevant to the job role

INTEREST/HOBBIES

- Outline any interest in sports, books, art, music if any
- Outline any voluntary/community service roles you hold in your local community