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| --- | --- | --- | --- |
| **Name** | | | Photo |
| **Addresses** | **Email Address** |  |
| **Postal Address** |  |
| **LinkedIn** |  |
| **Cell Number** |  |
| **Education** | List degrees in order with the most recent first. You can also consider including:  • Minors or areas of concentration  • Honors  • Study Abroad  • Relevant Courses  • GPA  A Note on GPA:  Your GPA should match what is on your official University transcript. | | |
| **Trainings/ Certifications** | Details of the name of training/certification, institution, month/year and type (certificate or diploma etc.) | | |
| **Skills** | Technology-based or computer skills and other field-specific skill sets and certifications are appropriate to include. | | |
| **Honors and Awards** | This section is optional. Include this only if you have several honors. If you have one consider including it in another, relevant section such as skills or activities. | | |
| **Projects** | **Final Year** | List the final year projects with its details. | |
| **Semester** | List the Semesters projects with its details. | |
| **Work Experience** | Give details of your accomplishments and responsibilities rather than a general list of duties. Numbers make strong statements and can enhance credibility; these can show volume, percentages, and dollar amounts.  Make sure to list most relevant experience first. Did you have an internship in the same field? Was your part-time job related to the internship you are applying for? Consider the opening and organization when arranging your experience. It does not need to be in chronological order.  Need to gain experience? Learn about the best ways to get some experience to include on your resume while a student. | | |
| **Languages** | List local languages and foreign language in which you are fluent enough | | |
| **Activities** | Include college, community, professional, and, occasionally, outstanding high school activities. Make sure to list any leadership experience in any organization. | | |
| **Interests** | Write yours hobbies or leisure time activities. | | |
| **Reference** | To be furnished upon request | | |