

First Name Last Name

Key Skill 1 | Key Skill 2 | Key Skill 3

+Phone No

Email

in LinkedIn

Location

DESIGNATION OR TARGET ROLES

PROFESSIONAL SUMMARY

- Summary 1: Mention your key expertise areas, industries worked in and what you are currently doing/
- Summary 2: about your skill set in managing stakeholders/implementing change/liaison/negotiation etc
- Summary 3: what are you most passionate about? Tie this in to the next job & people management.

CORE SKILLS

SKILL 1 | SKILL 2 | WRITE MORE SKILLS. TECHNICAL RESUMES CAN MENTION TECHNICAL SKILLS UNDER SEPARATE HEADER

Any marquee certification / top course currently doing

AWARDS & APPRECIATION (IF STRONG TRACK RECORD, MENTION HERE/ELSE CAN ALSO RENAME THIS AS CAREER HIGHLIGHTS AND MENTION ANY 3-5 TOP HIGHLIGHTS)

- ❖ Award 1
- ❖ Award 2

CAREER JOURNEY HIGHLIGHTS

YYYY - YY	Roles to be written in reverse chronological order i.e. last one first
YYYY - YY	
YYYY - YY	
YYYY - YY	
YYYY - YY	
YYYY - YY	

Early Career: can mention details of early career and period for the same in 1 line.

PROFESSIONAL EXPERIENCE – SELECT HIGHLIGHTS

FUNCTIONAL AREA 1

- ▶ Sub heading for the functional area (can use action verbs to frame a phrase)
 - Achievement 1
 - Achievement 2
 - Achievement 2
- ▶ Sub heading for the functional area in achievement form
- ▶ Sub heading for the functional area in achievement form

FUNCTIONAL AREA 2

- ▶ Sub heading for the functional area in achievement form
- ▶ Sub heading for the functional area (can use action verbs to frame a phrase)
 - Achievement 1
 - Achievement 2
 - Achievement 2

FUNCTIONAL AREA 3

- ▶ Sub heading for the functional area (can use action verbs to frame a phrase)
 - Achievement 1
 - Achievement 2
 - Achievement 2
- ▶ Sub heading for the functional area in achievement form
- ▶ Sub heading for the functional area in achievement form

EDUCATIONAL CREDENTIALS

Post Graduate Degree, YYYY

Institute, Location

Graduate Degree, YYYY

Institute, Location

Key Courses

Course, YYYY, Institute

Certifications

- Certification, YYYY, Certifying body

Communication Address:
