1. **Resume Template**

Photograph

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME** | | | | | | | | |
| Gender, Age | Languages| Mobile | Email Id | LinkedIn: | | | | | | | | |
| **Special Achievements| Scholarship | CSR Project | NTSE Scholar | Editor|Specialization** | | | | | | | | |
| **Objective** | | | | | | | | |
|  | | | | | | | | |
| **Educational Qualifications** | | | | | | | | |
| Class | | Board/University | Year | | Name of Institution | | | Marks/Percentage |
|  | |  |  | |  | | |  |
|  | |  |  | |  | | |  |
| **Skills Profile** | | | | | | | |  |
| **Core Skills** | | Conceptual Knowledge | | | | | | |
|  | | | | | | |
| **Technical Skills** | | Technical Knowledge | | | | | | |
|  | | | | | | |
| **Generic Skills** | | Behavioural Knowledge | | | | | | |
|  | | | | | | |
| **Internships/Work experience** | | | | | | | | |
| **Name of Organization** | | | | **Nature of Internship/Work Experience** | | **Duration :Month, Year –Month, Year** | | |
| **Project** | | **Title/Name of Project** | | | | | | |
| **Responsibilities** | | * Details | | | | | | |
| **Achievements** | | * Outcomes | | | | | | |
| * Outcomes | | | | | | |
| * Any other Detail | | | | | | |
| **Positions of Responsibility** | | | | | | | | |
| House Captain/Team Leader/Convener/NSS | | * Details | | | | | | |
| * Details | | | | | | |
| **Projects** | | | | | | | | |
| Within University(Name ) |  | | | | | | Title/Area of Project | |
| * Responsibility and Outcome | | | | | |
| * Benefits to University | | | | | |
| Outside University(Name of Institution) |  | | | | | | Title/Area of Project | |
| * Responsibility and Outcome | | | | | |
| * Benefits to the Organization | | | | | |
| * Any Other Details | | | | | |
| **Co-Curricular Achievements** | | | | | | | | |
| Academic Achievements  Workshops/Certifications  Publications/MOOC/Coursera etc | * Title, Organized by, Month, Year | | | | | | | |
| * Name of Program/Course, Name of Organisation,Duration, Month, Year | | | | | | | |
| * Name of MOOC /Coursera Course, Name of Organisation,Duration, Month, Year | | | | | | | |
| **Extra-Curricular Achievements** | | | | | | | | |
| Competitions**/** Events/QUIZ | * Sports-National/State/University(Details) | | | | | | | |
| * Any Medal -Details | | | | | | | |
| * Quiz Winner/Competition Winner -Details | | | | | | | |
| * Winners, a case study competition | | | | | | | |
| **Interests** | Hobbies | Specific Name | Chess | | | | | | | |
| **Personal Details** | Father’s name: | | | | | | | |
| Mother’s name: | | | | | | | |
| DOB: | | | | | | | |
| **Contact Address** | Shri Vishwakarma Skill University, Plot No- 147 Sector – 44, Gurugram - 122003 (Haryana), India | | | | | | | |