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 AchievementsWorkshops/CertificationsPublications/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 |