

Name, Designation, Contact Info

SUMMARY

A resume summary, also known as a professional summary or career summary, is a brief overview of your qualifications, skills, and career goals. The primary purpose of a resume summary is to grab the attention of potential employers and give them a quick snapshot of your suitability for the job.

Key Skills and Proficiencies

- For students and recent graduates, particularly those with limited work experience, this section should encompass “soft skills” such as problem-solving and teamwork. Additionally, don’t hesitate to include proficiencies in foreign languages, specific software you’ve utilized or other technical skills necessary for your desired role. For readability, write this section in bullet points.

EDUCATION & CERTIFICATIONS

Name of the Course/Program, Location

Date

Name of the Course/Program, Location

Date

WORK EXPERIENCE

COMPANY

Start Date – End Date

Summary of the role

Even if you lack relevant job experience, you still possess valuable qualities to bring to the table. In cases where you do have employment history, you may label this section as “Work Experience”. However, if your experience is more diverse and includes elements such as summer jobs, internships, volunteer work, or personal projects, you may opt to name it the “Experience” section. Within this section, you can list a variety of experiences, all of which can contribute to your skill set and knowledge base, making them transferable assets for the role you’re seeking.

SCHOLARSHIPS, MEMBERSHIPS, HONOURS, AWARDS, ATHLETICS

Role, Institution

Date

If you are an entry-level candidate, in this section, you may use details about your university activities, honours, awards, scholarships, et cetera. To grab a hiring manager’s attention, don’t hesitate to showcase your accomplishments and activities. Revise the headline accordingly or split it up to multiple sections.