

{All green part has to be edited}

Name: XYZ...

E-mail: xyz@gmail.com

Contact no: 00000000000

ACADEMIC PROFILE:

. Completed Bachelor of Technology ... (year) from (college name) with an aggregate of (marks percentage)

. Completed intermediate in ... year from (school name & address), with an aggregate of (marks)

. Completed X class in ... year from (school name & address), with an aggregate of (marks)

WORKING EXPERIENCE:

Currently Working as a Content Writer from ... (Time) for (Company Name)

- Your Roles & Responsibilities at the Company
- Your Roles & Responsibilities at the Company
- Your Roles & Responsibilities at the Company

(Add here sample links of this company)

Worked as a content writer ... (Time) for (Company Name)

- Your Roles & Responsibilities at the Company
- Your Roles & Responsibilities at the Company
- Your Roles & Responsibilities at the Company

(Add here sample links of this company)

[NOTE: YOU CAN ADD AS MUCH AS EXPERIENCE YOU HAVE IN SIMILAR WAY]

KEY EXPERTISE:

[EDIT AS PER YOUR SKILLS]

PERSONAL PROFILE:

Date of Birth :XXXXX
Father's Name :XXXXX
Mother's Name :XXXXXX
Nationality : XXXX
Permanent address : XXXXXX
Language known : XXXXXX

DECLARATION:

I hereby declare that all the above information is true and correct to the best of my knowledge and belief