FULL NAME



Current location: (City, Country)
Contact Number: (Including country code)
E-mail Id: (name.surname@xyz.com)
LinkedIn Profile URL: (https://www.linkedin.com/in/name-surname/)

Profile Summary:

(Briefly explain in 4-5 lines about your experiences, qualifications, skills, achievements, and the value that you will be bringing to the organization on being hired for this role)

Core Competencies:

- _____
- _____
- _____
- _____
- _____
- _____

Career Experience:

Current Designation
Current Organization
Duration: From (Month – Year) to Present

(Brief summary about the organization and its activities)

(Summary of the role in 2-3 lines)

- (Minimum 6-7 points of job responsibilities in bullet points)
- _____
- _____
- _____
- _____
- _____

Previous Designation
Previous Organization
Duration: From (Month – Year) to (Month – Year)

(Brief summary about the organization and its activities)

(Summary of the role in 2-3 lines)

- (Minimum 6-7 points of job responsibilities in bullet points)
- _____
- _____
- _____
- _____
- _____

Academic Credentials:

MBA / MS / M.Tech in (field of specialization)
University, City, Country
Year of completion

BBA / BS / B.Tech in (field of specialization)
University, City, Country
Year of completion

Honors & Achievements:

- _____
- _____
- _____

Trainings & Certifications:

- _____
- _____
- _____

Personal Details:

Date of Birth:

Gender:

Nationality:

Marital Status:

Visa Status:

Driving License:

Languages:

Cover Letter

Company Name

City

Country

Dear [Hiring Manager's Name or Sir/Madam],

[Opening Paragraph: Introduce yourself, mention the position you are applying for and how you learned about the opportunity. Express your enthusiasm for the role and briefly state why you are an ideal candidate.]

[Body Paragraph: Highlight your relevant skills, experiences, and achievements. Draw a clear connection between your qualifications and the specific requirements of the job. Share specific examples that showcase your abilities and demonstrate how you can contribute to the company's success.]

[Closing Paragraph: Summarize why you are the ideal candidate and express your eagerness to discuss your application further. Include a call to action, inviting the employer to contact you for an interview.]

Sincerely,

Your Full Name

Mobile Number

Email Address

Location