[Your Name]

[Target Role, e.g. Junior Data Analyst]

[City, State] | [Phone] | [Email] | [LinkedIn URL] | [GitHub or Portfolio URL]

SUMMARY

[Write two or three sentences. Name the role you want, your strongest skill and one result you can prove. Example: Recent business graduate who built a sales dashboard that cut weekly reporting time by 40%.]

EDUCATION

[Degree, Major] | [University Name], [City] [Month Year]

- [GPA, if 3.5 or higher, and any honours, awards or scholarships]
- [Relevant coursework: four to six courses that match the job you want]

PROJECTS

[Project Name] | [Tools or skills used] [Month Year]

- [What problem did the project solve? Start with an action verb such as Built, Designed or Analysed.]
- [Show a result with a number: users reached, time saved, accuracy improved or grade earned.]

[Project Name] | [Tools or skills used] [Month Year]

- [Describe your own contribution, especially if it was a team project.]
- [Add a link in your contact line if the work can be viewed online.]

INTERNSHIPS AND EXPERIENCE

[Job Title] | [Organisation], [City] [Month Year] – [Month Year]

- [Most impressive task first. Begin with a verb and end with the outcome.]
- [A skill this role taught you that the target job needs.]
- [Any responsibility you were trusted with: training others, handling customers, managing data.]

[Part-time or Volunteer Role] | [Organisation], [City] [Month Year] – [Month Year]

- [Part-time and volunteer work count. Show reliability, teamwork or customer care.]

SKILLS

Technical: [e.g. Excel, SQL, Python, Tableau]

Professional: [e.g. presentation, research, project coordination]

Languages: [Language (level)]

CERTIFICATIONS AND ACTIVITIES

- [Certification name, issuing organisation, year]
- [Club, society or competition, with your role and one achievement]

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