

YOUR FULL NAME

Your Full Address

City, Country, Postal Code

Email: your.email@example.com | Phone: +CountryCode PhoneNumber | LinkedIn:
[optional]

OBJECTIVE

Motivated and academically driven individual seeking to pursue higher education in [Program Name] at [Institution Name], with a strong background in [Your Field]. Aspires to apply acquired knowledge in a professional setting and contribute meaningfully to the academic and professional community.

EDUCATION

Your Most Recent Degree

University/College Name, City, Country

Month Year – Month Year

Major: Your Major

GPA: [GPA, if strong]

Relevant Coursework: [Optional – list 2–3 key subjects]

Previous Degree/High School Diploma

School Name, City, Country

Month Year – Month Year

Key Achievements: [Awards, ranks, GPA if notable]

WORK EXPERIENCE

Job Title

Company Name, City, Country

Month Year – Month Year

- Brief description of the role

- Key responsibilities:
- Responsibility 1
- Responsibility 2
- Achievement or recognition, if any

Internship / Part-Time Job

Company/Organization, City, Country

Month Year – Month Year

- Responsibility or project details

RESEARCH / PROJECTS

Project Title / Research Paper

Institution / Organization, Month Year

- Summary of the project or study
- Tools or methodology used
- Outcome or relevance to the program

SKILLS

- Languages: English (Fluent), Other Languages if any
- Computer/Technical Skills: e.g., MS Office, AutoCAD, Python, MATLAB
- Soft Skills: Time management, leadership, teamwork, communication

CERTIFICATIONS & TRAININGS

- Certificate Name – Issuing Institution – Month Year
- Relevant Training/Workshop – Details

VOLUNTEER EXPERIENCE

Volunteer Role

Organization Name, City, Country

Month Year – Month Year

- Brief description of activity
- Contribution or impact

EXTRACURRICULAR ACTIVITIES

- Role or Participation – Club/Association/Event
- Awards or recognitions if any

REFERENCES

Available upon request.