FORMAT OF CV

Name

Address

City, State, Country

Number

Email address

CAREER OBJECTIVE

Who you are seeking to gain experience in **specific field or area** and work as a **profession**. I am a **existing skills** and well versed with **technical skills**. I want to **what would you like to learn**.

EDUCATION

EDUCATION	BOARD	NAME OF INSTITUTE	SCORE	YEAR OF PASSING

WORK EXPERIENCE/APPRENTICESHIP

Name of the organisation (MM/YY – MM/YY)

explain your profile and duties in detail

TRAINING/INTERNSHIPS

Name of the institute (duration of employment MM/YY – MM/YY)

your modules, practical training and what you learnt in detail)

CERTIFICATIONS / ACCREDITATIONS / AWARDS / ACADEMIC POSITION / ACHIEVEMENTS

Title of the certificate/accreditation/award/ academic position and year

Explain your role

PROJECTS

Title of the project and year

Explain your role

VOLUNTEERING

Name of the Organisation and Year

Your role and duties

SKILL SET

Computer Skills

Other Technical Skills

STRENGTHS

Include your strengths or non-technical skills

INTERESTS

Include interests that align with your career objective

HOBBIES

Include hobbies

PERSONAL INFORMATION

Date of Birth: DD/MM/YYYY

Place of Birth: City, State

Nationality: Indian

Gender: Male/Female

Languages spoken: fluent in language 1 and language 2 and basic understanding of language 3

DECLARATION

Give a self-declaration stating that the information that you have mentioned is true in a single line.

SIGNATURE

SAMPLE CV

Rahul Singh

Aliganj

Lucknow, Uttar Pradesh

+91 XXXXX XXXXX

abc@xyz.com

CAREER OBJECTIVE

Fresher seeking to gain experience in IT sector and work as a software engineer. I am a keen learner and well versed with web designing. I want to learn more and gain proficiency in my field.

EDUCATIONAL QUALIFICATION

EDUCATION	COURSE/BOARD	NAME OF INSTITUTE	SCORE	YEAR OF PASSING
Diploma in Computer Science and Engineering	Board of Technical Education (BTEUP)	Government Polytechnic, Mohammadi, Lakhimpur Kheri	82%	2021
Senior Secondary (12th)	U. P. Board (State board)	Gurunanak Intercollege, Lakhimpur Kheri	75.9%	2018
High School (10th)	U. P. Board (State board)	MD Public School, Lakhimpur Kheri	88%	2016

APPRENTICESHIP

Softpro India Computer Technologies (P) Ltd. (Sep 2021 - ongoing)

Apprenticeship in programming and web development with HTML, CSS, JavaScript, Bootstrap, C, Java, PHP, Android, Database (Oracle and MySQL) and soft skills for personality development, communication skills and interview skills.

TRAINING / INTERNSHIPS

Softpro India Computer Technologies (P) Ltd. (10/07/21 – 24/08/21)

Accomplished Summer Training in Python with Django Framework. Also worked on HTML, CSS and JavaScript.

Learned Core Python concepts including OOPS, Framework – Django (SQLite 3, how to create zones, model view template approach, sessions, scriptlet and form validation).

CERTIFICATIONS/ACCREDITATIONS/AWARDS/ACADEMIC POSITION/ACHIEVEMENTS

Summer Internship on Python with Django 2020
Certificate of Completion

PROJECTS

Hospital Information System – 2021
created an HIS during the apprenticeship using php focussing on admin login, user login, new user registration, matching doctors according to their diagnosed illnesses, appointment scheduling, etc

VOLUNTEERING

GAOTEK - 2020
fund raising and class organisation for the orphan or lesser privileged

SKILL SET

MS Office – excel, word, power point
HTML
CSS
JavaScript
jQuery
Bootstrap
PHP / JAVA

STRENGHTS

Responsible
Communication skills

Multi-tasking

Organised

Time management

Manage work pressure

Team player

Self motivated

INTERESTS

Web designing

Social media

Software development

HOBBIES

Cooking

Dancing

Travelling

Listening to music

PERSONAL INFORMATION

Date of Birth: 23/02/1997

Place of Birth: Kanpur, Uttar Pradesh

Nationality: Indian

Gender: Male

Languages spoken: FLUENT in Hindi and English and BASIC UNDERSTANDING of Urdu

DECLARATION

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

RAHUL SINGH

(SIGNATURE)