

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date of Birth: DD/MM/YYYY]

Objective Dedicated professional looking for a [position] to use my skills and experience effectively.

Skills

Customer service

Communication

Problem-solving

Time management

Internship Intern, [Internship Title] [Month Year - Month Year]

Assisted with [specific tasks] and gained practical experience in [relevant field].

Collaborated with team members to achieve project goals.

Work Experience [Job Title] [Month Year - Month Year]

Provided exceptional service to customers, resolving issues and answering inquiries.

Managed various responsibilities efficiently and met deadlines consistently.

Co-curricular Activities

[Activity 1]

[Activity 2]

Achievements

[Achievement 1]

[Achievement 2]

Hobbies

[Hobby 1]

[Hobby 2]

Personal Details

Date of Birth: [Your Date of Birth]

Nationality: [Your Nationality]

Languages: [Languages Spoken]

Education Qualifications Bachelor's Degree in [Your Major] [University Name] [City, State] [Year of Graduation]