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| **Mr. Your Name**You’re Photo |
| **Your Address Line 1,** **Your Address Line 2** **State, Country & Pin.** **Tel: +91 12345678** **E-mail: youremail@email.com** **URL: http://www.yourwebsitename.com**  |

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| CAREER OBJECTIVES |

Write your career objective in few lines as taught during Get-The-Edge Program (The Secret)

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| **EDUCATION & OTHER COURSES:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COURSES** | **SCHOOL/COLLEGE** | **UNIVERSITY/****BOARD** | **YEAR OF PASSING** | **CGPU****SCORE** | **PERCENTAGE** |
| **Master**  |  |  |  |  |  |
| Bachelor of  |  |   |  |  |  |
| Higher Secondary  |   |   |   |  |   |
| SSLC |   |   |   |  |   |

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| **COMPUTER KNOWLEDGE:** |
| * Write in brief about your computer knowledge
* Write in brief about the software languages you know
* Xxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxx
 |
| **ACHIEVEMENTS & AWARDS:** |
| * Mention all your achievements in order of importance keeping the Company in mind
* List down all the awards you have received
* List down all the awards you have received in Sports/ other activities
* Xxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxx
 |
| **INTERESTS & HOBBIES:** |
| * Write in brief about your interests
* Write in brief about your other activities you are good at.
 |
| **LANGUAGES KNOWN****English** – Speak, Read & Write. **Hindi** - Speak, Read & Write.**Malayalam** – Speak, Read & Write**PERSONAL DETAILS:** |
| Date of Birth & Age | : | DD MMM YYYY, 20 yrs |
| Gender | : | Male/Female |
| Permanent Address | : | Required if it is different from the one mentioned on the top (1st page) if not this line can be eliminated. |

**References**

1. One from College of study (for Students) or One from any person in important position (Not direct relatives)
* Include name, address, phone, email
1. Another person in important position (Not direct relatives)
* Include name, address, phone, email

The above-furnished information is true to the best of my knowledge and belief and can be supported by relevant documents as required.

Place: Signature

Date: (You’re Name)

**Note: Laser Print on a A4 Bound Paper. Print only on one side. Limit your CV to 2 pages for fresher.**

**(Delete this line)**