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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 |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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)**