

Full Name

House No, Tole
Ward No, City

(Linked in address or address to online portfolio)



Objective

In two sentences explain the purpose of your applying for the position, and what you bring to the company.

Education

University or School Name, City

Start Date – End Date

Name of Degree: Title of Study/Major

- GPA/Possible GPA
- Minor (if applicable)
- Concentration (if applicable)

Experience

Company Name, City

Start Date – End Date

Your Position/Title

- List 2 – 3 sentences elaborating on your position, use adjectives that will translate to a work environment if applicable

Leadership and Activities

Group/Company Name, Expand

Start Date – End Date

Your Position/Title

- List 2 – 3 sentences elaborating on your position, use adjectives that will translate to a work environment if applicable

Group/Company Name, Expand

Start Date – End Date

Your Position/Title

- List 2 – 3 sentences elaborating on your position, use adjectives that will translate to a work environment if applicable

Skill and Volunteer Work

Group/Company Name, Expand

Start Date – End Date

Your Position/Title

- List 2 – 3 sentences elaborating on your position, use adjectives that will translate to a work environment if applicable

Company Name, Location

Start Date – End Date

Role you participated with

- List 2 – 3 sentences elaborating on your position, use adjectives that will translate to a work environment if applicable

Languages

Language

Spoken

Written

Nepali (native)
English

Native
Excellent

Native
Good

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- ❖ Please save finished document as Full Name – Resume.doc