

YOUR NAME

City, State | Mobile Number | Email | LinkedIn

Professional Summary

- Experience working with _____
- Strong skills in _____ and _____
- Hands-on exposure through projects / training
- Background includes _____

Key Skill and Experience

Software Development

- Built _____ using _____
- Implemented _____ functionality
- Worked with _____ tools and frameworks

Data / Analysis / Problem Solving

- Analysed _____ to improve _____
- Applied logical thinking to solve _____

Collaboration and Delivery

- Worked with _____ teams
- Followed Agile / SDLC practices

Projects and Practical Experience

Project Name – Platform / Institute

- What you built
- Tools / skills used
- Outcome or learning

(2–3 projects max)

Work History

Job Title – Organisation, City | Years

Job Title – Organisation, City | Years

(No bullets here. This is intentional.)

Education

Degree – Institution, City | Year

Certification

- Certification – Platform | Year

Caution

- Functional resumes get **more scrutiny**
- Expect questions about timelines
- Always be ready to explain gaps honestly