

Your First and Last name

Your current address; your personal and active email; your phone number with area code

Your LinkedIn account with accessible link

Introduction: I am a dedicated professional with a strong background in technology and process engineering. I have two years of experience at Company X, delivering four successful projects that solved key challenges and guided cross-functional teams. Skilled in Lean Six Sigma, applied research, and machine operations, I excel in driving efficiency and innovation. Currently pursuing a master's in technology at the University of Central Missouri, with graduation anticipated in May 20XX, to further enhance my expertise.

Experience

Job title with Company X **Country Name** **Jul 20XX–Present**

- Include a job title like Process Engineer with Tata Company.
- List your achievements with this job, explaining briefly your tasks and accomplishments.
- To increase your chances, try to include percentages for your achievements.
- Include all your job titles from the newest to the oldest in the same style.
- Avoid gaps between jobs and ensure they are in a connected sequence.

Job title with Company X (Intern) **Country Name** **May 20XX- Aug 20XX**

- Job title like Quality Auditor with John Deere, India, from May to August.
- For internships, avoid simply writing "only internship"; instead, include the specific title of the role and mention (Intern).
- List your tasks and the work you completed.

If you do not have any previous experience, follow these.

- Focus on academic projects or internships that demonstrate practical skills.
- Highlight technical skills, certifications, or tools you've mastered relevant to the role.
- Include volunteer work or freelance tasks where you applied job-related abilities.

Education

University Name **Country Name** **Aug 20XX-May 20XX**

- Write your completed degree beneath the university name.
- Do not include your GPA unless specifically requested by the company; remember, recruiters prioritize professional skills over academic details.
- If you graduated with degrees from different institutions, start with the highest degree and work down to the lowest.

Certification

Certification Name **Issued by** **Country Name** **20XX**

- Do not forget to mention the institutions that awarded your certificate.

- Only mention the year, not the full date.
- List certificates from the newest to the oldest if you have multiple.

Volunteer

Work done	Company	Country Name	20XX
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- Work title like Community Service with University of Central Missouri.
- List what you did and how you were involved with the work.
- Highlight the work that you found most interesting.
- Include any volunteer work completed with the company.

Computer skills

For technology, try to highlight a few of these skills: Programming Languages (Python, Java, C++, JavaScript, SQL), Software Development (Visual Studio, Eclipse, Git), Data Analysis (Excel, R, Tableau, Power BI), Database Management (MySQL, Oracle, MongoDB), Networking, Cloud Computing (AWS, Azure, Google Cloud), Operating Systems (Windows, macOS, Linux), Software Tools (MS Office, Google Workspace, MATLAB, AutoCAD), Cybersecurity, and Automation Tools (PowerShell, Bash, Ansible).

Other skills (Soft Skills)

For technology, try to highlight these skills: Communication, Problem-solving, Teamwork, Adaptability, Time management, Critical thinking, Creativity, Attention to detail, Collaboration, Conflict resolution, Leadership, Emotional intelligence, Active listening, Project management, Customer service skills.

Important notes to write resume

- 1- Tailor your resume to the specific job by highlighting relevant skills and experience.**
 - 2- Focus on achievements and quantify them where possible (e.g., "increased sales by 20%").**
 - 3- Use clear, concise language and avoid unnecessary details.**
 - 4- Include contact information, a professional summary, and ensure there are no spelling or grammar errors.**