

[Your Name]

[Address] [Write your Career Overview here]
[Email]
[Phone]

Skills Summary

Skill	Tool
[Skill (eg Graphic Design)]	[Tool (if applicable) eg Adobe Photoshop]
[Skill (eg Graphic Design)]	[Tool (if applicable) eg Adobe Photoshop]

Professional Experience

[Month Year] - [Month Year]	[Job Title]
[Company Name] <i>[Write an optional sentence here on what the company does]</i>	Responsibilities <ul style="list-style-type: none">[Write your Responsibilities here] Achievements <ul style="list-style-type: none">[Write your Achievements here] Technical Environment <ul style="list-style-type: none">[List the Technical Environment here eg Java, C++, Linux, Ubuntu]

Education

[Year]	[Name of Qualification eg Bachelor of Information Technology]
	[Name of Institution where Qualification obtained]

Certifications

[Year]	[Name of Certification eg Microsoft Certified Professional]
	[Name of Institution where Certification obtained]

Training

[Year]	[Name of Course]
	[Name of Institution where Course provided]