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### Sample CV for Freshers

Sample CV for candidates who have just passed out of college and are looking out for their first job. This CV sample works for most of the people who do not have any complexity in their careers.

**Title of the CV** (e.g. C++ Developer, Microsoft IT Professional, Java Developer, Sales Professional)

**Name:**  
**Address:**  
**E-Mail Id:**  
**Contact No.:**

**Career Statement:** Your objective should fit into the purpose of the opening notified. It should not be too broad and vague.

#### Career Summary:

- If you are a fresher, focus on your qualification, grades and achievements during your student life.
- If you are an experienced candidate, focus on your work experience and the skills you have acquired during your employment.
- If you have any expertise on any software packages which can be useful for the company, it's a good place in your CV to mention about it.
- If you have any other skills which you think would impress your prospective employer, it's a good place to mention them. They will catch the employer's attention fast.
- In this section of CV you can also mention about your travel with in or outside the country.

#### Project Experience:

- Currently working on XYZ project for ABC company ltd., using VB and SQL.
- Implemented ABC system at XYZ client using C++.
- Implemented XYZ system using VB and Oracle at ABC Ltd.

#### Computer skills:

- Programming in C/ C++
- Well Verse with VB 6.0, Oracle and MS Access.
- Programming in Core Java, learning advance Java.

#### Educational Qualifications:

- Pursuing "Course Name" from "College Name"
- H.S.C. with "percentage of marks" from "School Name", "Place"
- S.S.C with 91.46% marks from School Name, Place

#### Achievements:

- Obtained scholarship of "amount" from XYZ Group of Industries in "year"
- Ranked "A" in S.S.C. merit list
- Won best student award by "group name" in "year"

#### Extracurricular activities:

- Lead the college tech-fest = "name"
- Active Member of "NGO" named "XYZ"
- Member of the organizing committee of "group name"

#### Personal Details:

**Date of Birth:**

**Languages known:**

## FRESHER

STUART THOMPSON

CITY, STATE | 000-000-0000 | EMAIL@EMAIL.COM

### SUMMARY

An enthusiastic fresher with highly inspiring leadership skills, a master in Mechanical Engineering. I always want to learn and enhance my skills in Industrial and Production Engineering. Founding my talent and to harness it in the best possible way has always been a sort of whim for me. Expert in implementation of each step of the project. Eager to learn new technologies and methodologies.

### EDUCATION

- MASTER OF SCIENCE IN MECHANICAL ENGINEERING**  
SHANK UNIVERSITY  
 2017 - 2019
  - Small class sizes.
  - Personalized path of study.
  - Mentorship from professors.
  - Collaborative research that crosses disciplines.
- BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING**  
SHANK UNIVERSITY  
 2014 - 2017
  - Study and get hands-on experience with engineering, science, and math skills.
- HIGH SCHOOL DIPLOMA**  
HARRISON HIGH SCHOOL  
 2010 - 2014

### SKILLS

- GOAL ORIENTED
- MICROSOFT WORD
- ANALYTICAL WRITING
- COMPUTER NETWORKING
- CRITICAL THINKER WITH EFFECTIVE RESEARCHING
- MICROSOFT EXCEL
- MARKET RESEARCH
- MICROSOFT POWERPOINT
- OUTSTANDING ORGANIZATION
- EXCELLENT WRITTEN AND VERBAL COMMUNICATION

## MBA FRESHER RESUME SAMPLE

**ANKIT VERMA**

Mobile: +91 92xxxxxxx  
 E-Mail: ankitxxxxx@inr@inr@inr.com

#### CAREER OBJECTIVE

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding at a reputed organization so as to take responsibility and contribute significantly.

#### ACADEMIC

- Pursuing M.B.A (Finance & HR) from XXXXXX Institute of Engg. & Technology, XXXXX (Affiliated to XXXXXXX) & secured 73% marks in 2nd year.
- Passed B.Com from xxxxx in 2010.
- Passed 12th from xxxxx in 2007.
- Passed 10th from xxxxx in 2005.

#### IT CREDENTIALS

- OS: Windows 2000, XP, windows 7
- Packages: MS Office
- Software: One year course in computer software from xxx-TEC.
- Languages / Softwares: VB, SQL, HTML

#### PROFESSIONAL TRAINING

- Project Title - "Working Capital Management".
- Project Area - Finance
- Company - "XXXXX PVT. LTD"
- Duration - 2 Months

#### ACHIEVEMENTS

- Lead from the front in organizing several formal and informal events at my college to raise well as prestige of institution level.
- Secured 1st Position in "Management Information System" in Seminar 2011 dated on 15th October.
- Secured 1st position in "Eye to Eye Contact" in the Event "Consciousness" 2011
- Secured 1st position in "Corporate Walk" in the Event "Utsaah" 2011
- Secured 2nd Position in "Human Resource Management" Seminar in 2011
- Organized College Competition in 2011 at MBA Level.





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