**Functional Resume For Fresher**

horizontal line

**[Your Full Name]**

[Your Address] [City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile] (Optional)

**Objective** Enthusiastic and driven recent graduate from [Your University] with a Bachelor’s degree in [Your Major]. Eager to leverage academic knowledge and personal skills to contribute to the success of [Company Name] in a [Position Title] role. Committed to professional growth and development.

**Skills Summary**

* **Communication Skills**
  + Developed strong communication skills through group presentations and debates during academic tenure.
  + Facilitated smooth group discussions and ensured all team members' opinions were valued.
* **Technical Proficiency**
  + Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
  + Basic knowledge in [Any specific software relevant to the job or industry].
* **Analytical Skills**
  + Adept at collecting, analyzing, and interpreting data during university projects, demonstrating attention to detail and problem-solving abilities.
* **Project Management**
  + Led a project team of five classmates for a semester-long project, scheduling tasks, and meeting deadlines effectively.

**Educational Background** **[Your University]** Bachelor of [Your Degree] [Graduation Month, Year]

* Major in [Your Major]
* Relevant coursework: [Course 1, Course 2, Course 3]

**Academic Projects**

* **Project Title** | [Course or Context] | [Dates]
  + Brief description of the project, your role, tools used, and the outcome.
  + Highlight specific skills or knowledge applied and any recognition or results achieved.
* **Project Title** | [Course or Context] | [Dates]
  + Brief description of the project.

**Extracurricular Activities**

* [Activity or Society Name] | [Role] | [Dates]
  + Description of your responsibilities and skills developed.
* [Activity or Society Name]
  + Description of involvement.

**Certifications**

* [Certification Name], [Issuing Organization], [Year]
* [Certification Name], [Relevance to the job or industry], [Year]

**Professional Affiliations**

* [Organization Name], [Role], [Dates]
  + How you contributed to the organization or what you gained from the experience