

Functional Resume For Fresher

[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