

Modern Resume Format – Freshers (2025 Updated)

NAME

Your Full Name

CONTACT

Phone: +91 XXXXXXXXXX

Email: yourname@email.com

LinkedIn: linkedin.com/in/yourprofile

PROFILE SUMMARY

Enthusiastic and detail-oriented fresher with strong analytical and communication skills. Eager to contribute to organizational success through continuous learning and dedication.

EDUCATION

Degree: B.Sc / B.Com / BE / Any Graduation

College Name, City

Year of Completion: 2025

SKILLS

- MS Excel
- Communication Skills
- Problem Solving
- Digital Tools
- Teamwork
- Adaptability

PROJECTS

Project Title / Internship Role

- What you did
- Tools used
- Outcome achieved

CERTIFICATIONS

- Course Name – Platform
- Skill Development Certification
- Workshop / Training Participation

PERSONAL DETAILS

Date of Birth: DD/MM/YYYY

Languages Known: English, Tamil, Hindi

Address: Your Complete Address

DECLARATION

I hereby declare that all the information provided above is true to the best of my knowledge.

Signature

Your Name