

# 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