

Simple Resume Format for Freshers (2025 Updated)

Name:

Your Full Name

Phone:

+91 XXXXXXXXXX

Email:

yourname@email.com

LinkedIn:

linkedin.com/in/yourprofile

Career Objective:

Motivated and hardworking fresher seeking an entry-level role to apply my skills in a professional environment. Strong desire to learn, grow, and contribute to organizational success.

Education:

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

College Name, City

Year of Completion: 2025

Skills:

- MS Excel
- Communication
- Problem-Solving
- Basics of Digital Tools
- Teamwork
- Time Management

Projects / Internship:

Project Title / Internship Role

- What you did
- Tools used
- Outcome achieved

Achievements:

- Certificate in _____
- Participated in _____
- Completed online course in _____

Personal Details:

Date of Birth:

Languages Known:

Address:

Declaration:

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

Signature

Your Name