

## **Sample Format of a Resume**

**Name**

**Course**

**Area of Residence ( For example, Vaishali, Ghaziabad or Pitampura, Delhi )**

**Mobile Number**

**Email Id**

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**Career Objectives**

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**Education**

Grades/Scores in percentages are supposed to be given for X th, XII th and for each semester.

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**Academic Achievements and Awards**

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**Computer Skills**

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**Courses / Training Undertaken**

Courses pursued other than computer training are supposed to be mentioned here.

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**Hobbies and Interests:**

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**Extra-Curricular Activities and Achievements**

Positions of Responsibility should also be mentioned in this section.