

BIODATA

PERSONAL DETAILS

Name: [Your full name]
Father's name: [Father's full name]
Date of birth: [DD Month YYYY]
Gender: [Male / Female / Other]
Nationality: Indian
Marital status: [Single / Married]
Languages known: [Hindi, English, ...: the ones you speak and write]
Address: [House no., street, city, state, PIN]
Phone: +91 [98765 43210]
Email: [you@email.com]

CAREER OBJECTIVE

[Your qualification] aiming for a [post or role], skilled in [skill 1], [skill 2] and [skill 3]. [One thing you have done that proves it.]

EDUCATIONAL QUALIFICATION

[Highest qualification], [College / University]	[Year] · [xx]% or CGPA
Class XII, [Board], [School]	[Year] · [xx]%
Class X, [Board], [School]	[Year] · [xx]%

WORK EXPERIENCE

[Post], [Organisation], [City] [Month Year – Month Year]
• [What you did there, and what came of it. Write “Fresher” here if you have not worked yet.]

SKILLS

- [Computer skills: MS Office, Tally, typing speed in words a minute]
- [Trade or technical skills: the ones the post asks for]

HOBBIES

[Two or three, only if they say something about you]

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief.

Place: [City]
Date: [DD/MM/YYYY]
Signature: [Your name]