**Name (First Last)**

**Marital status:**  **Nationality**

**Mobile:**  **E-mail:**

**Fresh Graduate**

Recent college graduate with a BA in ………………… with an …… GPA. Seeking to leverage acquired academic knowledge and work experience to fill your position effectively……..(you can write here anything you want)

**EDUCATION**

**2018-2021:** bachelor’s degree in ……………, University, country.

**Rating:** ….., …. out of 100. **◊**

**2016-2017**: ……. selection, …………. School, city, country.

**Rating**: ….., …. out of 100. **◊**

**COURSES**

**Year**: Course, institute, country.

**Year**: Course, institute, country.

**COMPUTER SKILLS**

➤ Microsoft Office Programs  
➤ Internet Exploring  
➤ Typing at a good speed

(write here your skills)

**PERSONAL SKILLS**

➤ Work well individually and as a team player   
➤ Have good leadership skills   
➤ Tolerant and flexible to different situations   
➤ The self-motivated, initiative, high level of energy   
➤ Problem-solving capabilities   
➤ Have good leadership skills   
➤ Good in analyzing data and researches

(write here your skills)

**REFERENCES**

References Available Upon Request