

# Career Building Workshop

## Profile Summary - CV Writing

### Summary

- A brief overview of skill set and qualifications
- Showcase accomplishments

### Objective

- Statement of career goal
- What you wish to achieve

### Template for an experienced professional:

What's your name?	
What is your current profile?	
What is your current city?	
How many years of experience do you have?	
What skills do you possess?	
What are your accomplishments in that area?	
What is your target profile?	
What is your target location?	
What is your target industry?	

Hello, My name is *(insert your name here)*.

I am a *(insert your current profile here)* with *(insert number of years here)* years of experience from *(insert your current city here)* having experience in *(insert your skills here)*.

During my work experience, my achievements have been

- *(Insert achievement one here)*
- *(Insert achievement two here)*

I am currently seeking an opportunity based out of *(insert target location here)* in the *(insert your target industry here)* industry as a *(insert your target profile here)* where my advanced skills, extensive training and years of experience can be fully utilized.

**\*Note:** Profile summary is the first thing an employer will read in your CV. Please make sure you are using the right keywords as per market expectations.

**Template for a fresher:**

What's your name?	
What is your stream/profile?	
When did you graduate?	
What skills do you possess?	
Do you have achievements/contributions in academics?	
What is your target profile?	
What is your target location?	
What is your target industry?	

Hello, My name is *(insert your name here)*.

I am a *(insert your current profile here)*, who completed my graduation in *(insert your graduation year here)*.

After graduation, I devoted my time to upskilling myself *(insert your skills here)*.

*(List one or two practical skills which can be used in real-time projects which are in market demand.)*

During my academics, my primary contributions were *(insert achievements/contributions during academics)*.

This has reinforced my interest in pursuing *(insert your target profile here)* as a full-time career across *(insert your target location here)*. My knowledge, combined with my growth mindset, makes me a strong contender for this position.

\*Note: Do not just write objective if you're a fresher. Consider writing one or two achievements or accomplishments during your academics that are relevant to the target profile.

HR will examine the following:

- Are you willing to learn?
- Do you have the energy to sustain yourself on the job?
- Do you have the motivation to do the job?