Simple resume for freshers

Editable sample letter: replace the details with your own records before signing

[FULL NAME]
[City] | [Email] | [Phone] | [Portfolio if relevant]
PROFILE
Entry-level [role] candidate with skills in [relevant skills] and practical work on [project].
EDUCATION
[Qualification], [Institution], [Year]
PROJECTS
[Project name] - [your contribution, tools and verifiable result]
SKILLS
[Job-relevant skills you can demonstrate]
EXPERIENCE / VOLUNTEERING
[Organisation, role, dates and actual responsibilities]