

BIODATA

Post applied for: [Job title / Position]

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PERSONAL DETAILS

Full Name	[Your full name]
Father's Name	[Father's full name]
Date of Birth	[DD/MM/YYYY]
Gender	[Male / Female / Other]
Marital Status	[Single / Married]
Nationality	[Indian]
Address	[House no., street, city, district, state, PIN code]
Mobile	[+91 XXXXX XXXXX]
Email	[yourname@email.com]

CAREER OBJECTIVE

[Two lines on the role you want and what you bring, e.g. "Commerce graduate seeking an accounts assistant role where I can use my Tally and Excel skills."]

EDUCATIONAL QUALIFICATIONS

Qualification	Board / University	Year of Passing	% / CGPA
[Graduation, e.g. B.Com]	[University name]	[YYYY]	[%]
12th (Higher Secondary)	[Board name]	[YYYY]	[%]
10th (Secondary)	[Board name]	[YYYY]	[%]

SKILLS

- [Computer skills, e.g. MS Office, Tally, typing speed]
- [Job-related skill]
- [Job-related skill]

PROJECTS / INTERNSHIP / TRAINING

- [Project or internship name — organisation — duration — one line on what you did]

OTHER DETAILS

Languages Known	[English, Hindi, regional language]
Hobbies	[Reading, sports, etc.]

DECLARATION

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief.

Place: [City]

Date: [DD/MM/YYYY]

([Your full name])
Signature of the candidate