

I'm not robot!



**Emma Olivia**  
Technical Lead

**PROFILE**

An experienced and highly motivated Technical Lead with Extensive experience in programming, server deployment, database management, solutions providing, requirements analyzing and system improvements.

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**CONTACT**

**PHONE:**  
678-123-586

**WEBSITE:**  
www.yourwebsite.com

**EMAIL:**  
examplemail@example.com

**CERTIFICATES**

- Certificates #1
- Certificates #2
- Certificates #3
- Certificates #4
- Certificates #5

**HOBBIES**

- Hobby #1
- Hobby #2
- Hobby #3
- Hobby #4
- Hobby #5

**EDUCATION**

- Nov 2008 – Jul 2012** **Your University, United States**  
**BSc. in Information & Communication Technology (ICT)**  
It's okay to mention your GPA, awards and honors, feel free to summarize your coursework too.
- Jan 2005 – Aug 2007** **Your College, United States**  
**G.C.E.A.L. – Mathematics Scheme**  
It's okay to mention your marks, awards and honors, feel free to summarize your coursework too.
- Jan 1990 – Dec 2004** **Your College, United States**  
**G.C.E. O/L**  
It's okay to mention your marks, awards and honors, feel free to summarize your coursework too.

**WORK EXPERIENCE**

- Apr 2019 – Present** **Company Name Three (pvt) Ltd**  
**Technical Lead**  
Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.
- Jan 2015 – Aug 2019** **Company Name Two (pvt) Ltd**  
**Senior Software Engineer**  
Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.
- Jan 2012 – Aug 2015** **Company Name One (pvt) Ltd**  
**Software Engineer**  
Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.

**SKILLS**

- Php Javascript
- Java Css
- NodeJS Html
- MongoDB Vue
- Docker Javascript

**REFERENCE**

- Graham Alex** **Technical Lead at Company One (Pvt) Ltd**  
**Email** **Phone**  
examplemail@example.com +9171 12345678
- Tony Greg** **QA Lead at Company Two (Pvt) Limited**  
**Email** **Phone**  
examplemail@example.com +9171 12345678

I assure that the above information furnished by me is true and accurate according to the best of my knowledge.  
Your Name \_\_\_\_\_ Date \_\_\_\_\_

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**Fifty & FABULOUS**  
Please join us for a birthday celebration  
..... honoring .....  
*Jennifer Ross*  
.....  
Saturday, May 22nd, 2015  
5:30 pm  
Ross's Home  
Amisville Fire Department  
RSVP to Julie at julieross@gmail.com  
or call/text 304.98.4943  
By May 18th

# Examinations Officer CV Template

Sept 2012 – Feb 2013      Exam Invigilator      BC College

Main duties performed:

- To organise and set up exam room (e.g. laying out tables, etc)
- Making sure the classroom is tidy for exams and cleaning up afterwards
- Catering for the needs and requirements of special needs students and those students with learning difficulties or special circumstances
- Ensuring the student registration data is accurate and up to date
- Ensuring the relevant staff have up to date invigilation training
- Ensuring that all exam materials delivered to (college) are stored in safe and secure location in line with the JCQ requirements

Jul 2012 – Sept 2012      Assistant Exams Officer      Kent Sixth Form

Main duties performed:

- Assisting the Exam Invigilator with examination-related tasks and duties as and when appropriate
- General admin duties such as dealing with the post, mailing and clerical work
- Handing out exam papers, workbooks and calculators to students
- Booking rooms
- Watching over young learners undertaking their examinations
- To cover reception duties as required

## Qualifications

- BTEC Apprenticeships: Learner Administration for Centre Co-ordinators
- Level 2 ECDL (Computing)
- First Aid at Work

## Skills

- ✓ Excellent communication and interpersonal skills
- ✓ Outstanding organization and time management skills
- ✓ The ability to eloquently and professionally speak to a large group of people
- ✓ IT Skills (Microsoft Office and Typing Speed 65wpm)
- ✓ Full, Clean UK Driving License

## Hobbies and interests

My greatest hobby in life is to be able to spend quality time with my family and friends. I also enjoy reading non-fiction books, cycling down the canals and going on road-trips.

## References

**Mr Jamie Chandler**  
Examinations Manager, University of Kent  
Address: 31 East St, Flight, NG31 6LT  
Tel: 0223 341 2224  
Email: [jamiechandler@kent.ac.uk](mailto:jamiechandler@kent.ac.uk)

**Mr Andrew Fraser**  
Vice-principal, BC College  
Address: 89 Guild St, London, N9 3ZH  
Tel: 0223 744 2238  
Email: [andrewfraser@bcc.ac.uk](mailto:andrewfraser@bcc.ac.uk)

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## Statistician CV Template

- Regularly refining and filtering data to obtain the maximum benefit from analysis
- Creating easily comprehensible visual representations of data using MS Excel and Tableau
- Writing reports and presenting them to the relevant parties, including colleagues, managers, business professionals, government officials and journalists
- Compiling, photographing, scanning and filing data sheets
- Attending and contributing during team meetings
- Attending conferences on a national and international level

Feb 2014 – Sept 2015      Statistician Intern      Experian

- Main duties performed:
- Performing general data collection, analysis and presentation duties
  - Turning raw data into meaningful information by analysing patterns
  - Producing reports based on findings and presenting them to senior management
  - Attending meetings within the department

### Professional Training and Qualifications

- Data Analysis & Statistics - MSc
- ECDL computing qualification - BSC
- Diploma in Business Support (DBS)

### Skills

- ✓ Excellent communication skills, both written and oral
- ✓ Very high statistical awareness, with the ability to not only collate and report on data but identify from it potential risks and opportunities for improvement
- ✓ Ability to work with a variety of professionals with different skill sets
- ✓ Attention to detail and ability to work in a pressured, time-sensitive environment without compromising on the quality of work
- ✓ Complete working knowledge of Microsoft Office, MATLAB and SPSS

### Hobbies and Interests

I am an active member of my local hockey team, and this is something which I very much enjoy. The hobby doesn't just keep me fit and healthy, but it allows me to meet new people and develop my communication skills outside of the working environment.

### References

**Mr William Campbell**  
Manager, Experian  
Address: Cluck St, Fleet, PO12 2DQ  
Tel: 014 6794 7894  
Email: [william.campbell@experian.co.uk](mailto:william.campbell@experian.co.uk)

**Mrs Andrea Summers**  
Researcher, Experian  
Address: 9 Elliot Ln, Leeds, LS9 3KE  
Tel: 0114 6741 3689  
Email: [andrea.s@experian.com](mailto:andrea.s@experian.com)

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Free examples of cv. Are there any free cv templates. How to find a cv template on word. Examples of good cv templates.

A professional resume template is a ready document format that demonstrates your skills, work experience, achievements, and education to employers in an attractive & organized way. The most professional resume templates are those designed by career experts, as they follow the current recruiting standards and are easily scannable by applicant tracking systems (ATS)—tools currently used in over 75% of recruitment processes. All the resume templates you can find in the Zety resume builder meet this criteria, which guarantees you can quickly create a professional resume. You can make a resume all by yourself, but you risk spending hours working on it and still making mistakes that will kill your chances of landing that job interview. That's why we recommend using a premade professional resume template online. This way you will have the right layout, colors, and fonts for your resume from the get-go. All you will need to do is fill in the blanks with your information. Remember to tailor the text content of your resume to your job title and industry. And we've got you covered here as well: you can use built-in content and suggestions in our resume builder, or check out our free resume examples for 500+ job titles from all industries. There are three main resume formats you can use for your resume, but the choice depends on your career path. The most popular one is the reverse-chronological resume format, which displays your current or most recent job at the top, followed by previous ones. This is the best resume format for candidates with consistent work history. The second most popular is the functional resume format (focusing on transferable skills and experience rather than work history), and the third is the combination resume format (which is a blend of the two previous types). The best template for a resume in 2022 is one that looks professional and modern, yet simple. All resume templates available at Zety allow you to put your best foot forward, showcasing your most impactful work experience, achievements, and skills in an eye-catching way. Unsure what resume template to choose? Check out our list of the best resume templates, along with top picks for specific positions and industries. Your resume has one goal: get you the job. Now, resume writing has evolved a lot in the past few years, and some "best practices" of the past are now considered mistakes. You need to avoid typical resume-writing pitfalls, like too much text, irrelevant details, or crazy colors. Read more on what the best resume looks like in 2022 here to check how to make sure your resume boosts your employability. If you still don't know which resume template design is the best for you, check out all available resume styles here. How long your resume should be depends on your level of experience. A typical resume is one-page long, but experienced candidates may need more pages to demonstrate their expertise and skills properly. In extreme cases, a resume can be even 10 pages long, but the average resume length is between 1 and 3 pages. All resume templates available at Zety are flexible and fully customizable so you can be sure your resume will look professional no matter the page count. PDF is the best resume format to use for your job application. This file format ensures that your resume will stay intact across all devices and operating systems it will be viewed on. Keep in mind that some employers may require you to send a resume in DOC/Word format as well. It's rare, but it may happen. If that's the case, resume templates in our builder are available for you to download both as PDF or DOC files. You can check out these resume templates for MS Word here or, as an alternative, consider these free Google Docs resume templates. But bear in mind that some GDocs resume designs are considered by recruiters as "too fancy". All our resume templates are free-to-use, and entirely customizable online. You don't have to pay to create as many resumes as you want, until you are satisfied with the result. Zety follows the "try before you buy" rule, and will never make you pay before you are 100% certain your resume template is pixel-perfect and ready to be sent to employers. Professional resume templates offered by commercial resume writers or agencies can cost anything from a dozen or so to two or three hundred dollars. With Zety resume templates and builder, you can create your resume online for free, get tips from career experts, and use pre-written resume content from certified resume writers (CPKW) inside the app. You only need to invest a few bucks to export the ready document and make your career skyrocket with a professional resume created in no time. There are plenty of free resume templates available to download in DOC, PDF, or other formats. While they seem professional and convenient to use, they are typically created by graphic designers or amateurs—so people without any HR background. As a result, they may look nice but won't meet the current recruiting standards, killing your chances for landing the job. We strongly recommend using modern resume templates designed by career experts, as these will drastically improve your chances of getting a job interview invite. A resume is a brief summary of personal and professional experiences, skills, and education history. Its main purpose is to show off your best self to potential employers. When applying for a job, you're (in most cases) going to be asked for a resume accompanied by a cover letter. If you manage to create a "good" resume, you're going to 2x your chances of getting hired. Want to learn how? Check out our complete guide on how to make a resume. The process of writing a resume might seem super scary to you. After all, most resume examples you see on the web are 80% about work experience. So, what the heck can you include in your resume if you have none? Well, here's some good news. If you're applying for an entry-level job or an internship, no one expects you to have ANY work experience. Instead, you should focus on what you DO have: education, projects, volunteering experience, hobbies & interests. For a complete guide on how to make a resume with no work experience stand out, check out our article. The most common sections on a resume are: Contact information, Resume summary or objective, Work experience, Education. If you want to personalize your resume a bit more, you can also include the following sections: Projects, Volunteering experience, Hobbies & interests, Portfolio. For more information on how to place these sections on your resume, check out our article on what to put on a resume. There are 3 typical resume formats: Reverse-Chronological, Functional, Combination. ResumeIn 99% of the cases, you'll want to go with the Reverse Chronological resume format. That's the format most resumes you've seen follow - its main focus is your work experience, written down in reverse-chronological order. Unless you're looking to create a career change resume, we'd recommend sticking with this format. If you want to learn more about resume formats, check out our comparison guide. Ah, the most popular resume question in the world: "how long should your resume be?" Short answer: one page. If you have a lot of work experience (10 years +), sometimes it makes sense to make it 2 pages MAX if everything you mention is super relevant for the position you're applying for. Long answer: check out our guide on how long should a resume be. P.S. all of our templates are one-page resume templates, so you shouldn't have a lot of trouble sticking to the one-page limit! Your resume summary is a "hook" that goes on top of your resume. Think of it as an introduction to the rest of your resume. It should, in 2-4 sentences, explain what your background is, and why it's relevant for the position you're applying for. Want your resume summary to stand out? Use this proven formula: "Professional [job title] with X+ years of work experience in [job responsibility]. In the past Y years, I have [your top 1-2 achievements]. Seeking a position of [job title] at [company name]" To learn more about how to create a resume summary that excels, check out our guide. On the other hand, if you're a student or just don't have a lot of work experience, read our article on how to create a resume objective instead. Work experience on a resume is one of those things that's easy to learn, hard to master. Each work experience entry should contain the following: Position title, Company name/description/location, Achievements or responsibilities, Dates employed. Now, if you want to create a work experience section that stands out, you want to focus on quantifiable achievements. What this means is, instead of creating an entry like: "Carried out sales operations" You list an achievement: "Hit and exceeded monthly sales KPIs for 5 months in a row." This shows the employer that you're not just a random candidate, you're an A-player! To learn more about how to list achievements in your work experience (and land the job), check out our article. Simply create a "skills" section on your Novorésumé resume template, and list your top skills. We usually recommend going for a mix of hard and soft skills. Not sure what skills to include in your resume? Check out these 101 essential skills for any resume. Every job application asks for a cover letter (in addition to your resume). Here are some of our tips on how to do this right: Customize your cover letter to the employer. The more personalized it is, the more likely it is for the recruiter to like you. Outline your general background (work experience, profession, etc.) and mention your top 2-3 achievements to show off your skills. If you really want to stand out, create a cover letter that matches your resume template. To do this, you can use one of our cover letter templates here. If you want to learn more about how to write a convincing cover letter, check out our comprehensive guide. There's no such thing as "the best resume template" - every recruiter/employer has their own personal preference. Our general recommendation is to do your research on the company and what their values are. For example, if you're applying for a position at a bank, you'd want a more professional resume template. On the other hand, if you want a job in a startup where they value innovation more, you should stick to a creative resume template. Finally, if you're still not sure which type of template is right for the job you're applying for, you can just use a simple resume template just to be safe.



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