
ATS-friendly Curriculum Vitae Format PDF

[YOUR FULL NAME]

[Phone Number] | [Professional Email] | [LinkedIn URL] | [City, Country]

PROFESSIONAL SUMMARY

[2–4 lines tailored to the role]

Results-driven [your role/field] with [X years] of experience in [key domain]. Proven ability to [key achievement]. Skilled in [2–3 core skills] with a strong focus on [business impact].

KEY SKILLS

- [Skill 1 relevant to job]
- [Skill 2]
- [Skill 3]
- [Skill 4]
- [Skill 5]

(Keep this aligned with job description keywords)

PROFESSIONAL EXPERIENCE

[Job Title]

[Company Name] | [Location] | [Month Year – Present]

- Achieved [result] by [action] (add numbers wherever possible)
 - Improved [process/metric] by X%
 - Led/managed [project/team/task]
 - Collaborated with [stakeholders] to deliver [outcome]
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[Previous Job Title]

[Company Name] | [Location] | [Month Year – Month Year]

- Delivered [achievement] with measurable impact
 - Reduced/increased [metric] by X%
 - Executed [key responsibility]
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EDUCATION

[Degree]

[University/College Name] | [Year]

PROJECTS / ACHIEVEMENTS *(Highly recommended)*

- **[Project Name]:** What you did + result
 - **[Achievement]:** Quantifiable outcome
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TOOLS & TECHNOLOGIES

[Tool 1] | [Tool 2] | [Tool 3] | [Tool 4]

CERTIFICATIONS *(Optional)*

- [Certification Name] – [Organization]
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ADDITIONAL INFORMATION *(Optional)*

- Languages:
- Interests: