

****Engineering (BE/B.Tech)****

- ****Technical Skills****: AutoCAD, MATLAB, SolidWorks, ANSYS, PLC, C/C++, Python, Java, Machine Learning, IoT, AI, Cloud Computing, DevOps.
- ****Certifications****: Six Sigma, PMP, AWS Certified Solutions Architect, Data Science, Ethical Hacking.
- ****Keywords****:
 - "Prototyping and Testing"
 - "Design and Simulation"
 - "Automation Systems"
 - "Process Optimization"
 - "Embedded Systems Development"
- ****Experience Highlights****:
 - "Led a team of 5 to design a robotic arm for manufacturing automation."
 - "Optimized system performance, reducing errors by 20%."

****Commerce (B.Com)****

- ****Technical Skills****: Tally, SAP, MS Excel (Advanced), QuickBooks, Financial Modeling.
- ****Certifications****: CA/CS, CFA, Financial Analyst, Taxation, Investment Banking.
- ****Keywords****:
 - "Financial Reporting"
 - "Tax Filing and Compliance"
 - "Accounts Payable/Receivable"
 - "Profit and Loss Analysis"
 - "Bank Reconciliation"
- ****Experience Highlights****:
 - "Managed a portfolio of \$2M for SME clients, achieving 10% annual growth."
 - "Prepared GST returns for 50+ clients with 100% accuracy."

****Software/IT****

- ****Technical Skills****: Python, JavaScript, React, Node.js, SQL, NoSQL, AWS, Kubernetes, Docker.
- ****Certifications****: AWS, Azure, Google Cloud, Data Engineering, Scrum Master, CISSP.
- ****Keywords****:
 - "Full-Stack Development"
 - "API Integration"
 - "Database Optimization"
 - "Agile/Scrum Practices"
 - "Cybersecurity Implementation"
- ****Experience Highlights****:
 - "Reduced API response time by 30% through optimized database queries."

- "Built and deployed a scalable microservices architecture for a fintech app."

Marketing

- **Technical Skills**: Google Ads, Meta Ads Manager, HubSpot, SEO Tools (SEMRush, Ahrefs), CRM, Email Automation.
- **Certifications**: Digital Marketing, Content Marketing, HubSpot, Google Analytics, Copywriting.
- **Keywords**:
 - "Campaign Management"
 - "Brand Strategy"
 - "Customer Acquisition"
 - "Content Optimization"
 - "Performance Marketing"
- **Experience Highlights**:
 - "Increased ROI by 35% through data-driven marketing campaigns."
 - "Managed a \$500k advertising budget across digital platforms."

Finance

- **Technical Skills**: Financial Modeling, Bloomberg Terminal, Advanced Excel, Power BI, Tableau.
- **Certifications**: CFA, CPA, FRM, Financial Risk Management, Investment Banking.
- **Keywords**:
 - "Portfolio Management"
 - "Risk Assessment"
 - "Revenue Projections"
 - "Capital Budgeting"
 - "Cost Analysis"
- **Experience Highlights**:
 - "Prepared financial models for M&A transactions worth \$50M."
 - "Conducted risk analysis reducing potential losses by 15%."

Human Resources (HR)

- **Technical Skills**: HRIS, Workday, BambooHR, TalentLMS, MS Office, Payroll Management.
- **Certifications**: SHRM-CP, PHR, HR Analytics, Talent Management.
- **Keywords**:
 - "Recruitment Strategy"
 - "Employee Engagement"
 - "Performance Management"

- "Diversity and Inclusion"
- "Compensation and Benefits Planning"
- ****Experience Highlights****:
 - "Reduced employee turnover by 10% through revamped engagement initiatives."
 - "Onboarded 100+ employees across global offices within 3 months."

**Science (B.Sc/M.Sc)**

- ****Technical Skills****: Laboratory Techniques, R, Python, Data Analysis, SPSS, Biostatistics.
- ****Certifications****: Clinical Research, Data Science, Environmental Management.
- ****Keywords****:
 - "Research and Development"
 - "Data Interpretation"
 - "Quality Control"
 - "Experiment Design"
 - "Analytical Techniques"
- ****Experience Highlights****:
 - "Published 3 papers in peer-reviewed journals on environmental sustainability."
 - "Developed a diagnostic test kit with 95% accuracy."

**General Keywords (Applicable to Most Domains)**

- "Strategic Planning"
- "Problem Solving"
- "Cross-functional Collaboration"
- "Leadership and Team Management"
- "Data-Driven Decision Making"
- "Process Improvement"
- "Client Relationship Management"
- "Stakeholder Communication"

Templates:

1. Engineering (BE/B.Tech)

[Your Name]

[Phone | Email | LinkedIn | GitHub/Portfolio]

Professional Summary

"Dedicated Mechanical Engineer with 3+ years of experience in design and process optimization. Skilled in AutoCAD, MATLAB, and ANSYS, with a proven track record of reducing production costs by implementing innovative solutions."

Key Skills

- CAD Software: AutoCAD, SolidWorks
- Programming: Python, MATLAB
- Specializations: Process Optimization, IoT, Prototyping

Professional Experience

Mechanical Design Engineer

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

- Designed a robotic arm prototype, reducing production time by 20%.
- Led a team of 5 engineers in developing a solar panel tracking system.

Projects

- **Smart Traffic System**: Developed an IoT-based system for real-time traffic monitoring, reducing congestion by 30%.

Education

Bachelor of Engineering in Mechanical Engineering

[University Name], [Location] | [Year of Completion]

2. Commerce (B.Com)

[Your Name]

[Phone | Email | LinkedIn]

****Professional Summary****

"Detail-oriented commerce graduate with expertise in financial reporting and GST compliance. Skilled in Tally, SAP, and advanced MS Excel, with experience in managing accounts for over 50 clients."

****Key Skills****

- Accounting Software: Tally, SAP
- Financial Reporting & Analysis
- GST Compliance and Tax Filing

****Professional Experience****

****Accounts Executive****

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

- Managed accounts for 50+ clients and streamlined invoice generation, saving 10+ hours/month.
- Prepared monthly financial statements and reconciled bank records with 100% accuracy.

****Education****

Bachelor of Commerce

[University Name], [Location] | [Year of Completion]

**3. Software/IT**

****[Your Name]****

[Phone | Email | LinkedIn | GitHub/Portfolio]

****Professional Summary****

"Versatile Full-Stack Developer with 4+ years of experience in building scalable web applications. Proficient in Python, JavaScript, and React, with expertise in cloud platforms like AWS and Kubernetes."

****Key Skills****

- Programming Languages: Python, JavaScript, React
- Tools: Docker, Kubernetes, Jenkins
- Specializations: API Development, Cloud Computing

****Professional Experience****

****Software Engineer****

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

- Designed and deployed a microservices-based architecture, reducing server load by 40%.
- Led the development of a fintech app used by 50,000+ customers.

****Projects****

- ****E-commerce Website****: Built a responsive and scalable platform, integrating multiple payment gateways.

****Education****

Bachelor of Technology in Computer Science

[University Name], [Location] | [Year of Completion]

**4. Marketing**

****[Your Name]****

[Phone | Email | LinkedIn | Portfolio]

****Professional Summary****

"Strategic digital marketer with 5+ years of experience in driving customer acquisition and engagement. Expertise in Google Ads, SEO, and performance analytics, with a focus on ROI optimization."

****Key Skills****

- Digital Marketing: Google Ads, Meta Ads Manager
- SEO Tools: Ahrefs, SEMrush
- Analytics: Google Analytics, Tableau

****Professional Experience****

****Digital Marketing Manager****

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

- Increased ROI by 45% through targeted PPC campaigns and SEO strategies.
- Managed \$500K in ad spend across platforms, achieving a 30% reduction in CPA.

****Education****

Bachelor of Business Administration in Marketing

[University Name], [Location] | [Year of Completion]

**5. Finance**

****[Your Name]****

[Phone | Email | LinkedIn]

****Professional Summary****

"Finance professional with 6+ years of experience in portfolio management, financial modeling, and risk analysis. Adept at using Power BI, Tableau, and advanced Excel to optimize decision-making."

****Key Skills****

- Financial Modeling and Forecasting
- Risk Assessment and Mitigation
- Tools: Advanced Excel, Power BI, Tableau

****Professional Experience****

****Financial Analyst****

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

- Developed financial models for mergers and acquisitions worth \$50M.
- Conducted risk assessments, reducing potential financial losses by 20%.

****Certifications****

- CFA Level I/II
- Certified Financial Risk Manager (FRM)

****Education****

Bachelor of Commerce in Finance
[University Name], [Location] | [Year of Completion]

**6. General Template for Any Domain**

****[Your Name]****

[Phone | Email | LinkedIn | Portfolio/Website]

****Professional Summary****

[2-3 lines summarizing your experience, skills, and career objectives. Tailor this to the job role and include keywords from the job description.]

****Key Skills****

- [Skill 1]
- [Skill 2]
- [Skill 3]
- [Skill 4]

****Professional Experience****

****[Job Title]****

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

- [Action Verb] + [Task/Project] + [Result/Impact]
- Example: "Streamlined inventory processes, reducing costs by 15%."

****Education****

[Degree Name]
[University Name], [Location] | [Year of Completion]

