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Electronics Technologist

Profile

Write here a detailed description of your skills and abilities. You can also use this course as a text summary of your cover letter. You explain how you are competent in your field and how you can help your future employer to become more successful in his field of expertise. Write here a detailed description of your skills and abilities.

Experience

Electronics technologist **2010-2014**
SNC Group Inc.

- Design electronic circuit for new industrial machinery company.
- Support components from users and customers.

Electronics technologist **2010-2014**
SNC Group Inc.

- Design electronic circuit for new industrial machinery company.
- Support components from users and customers.
- Repair and maintenance of equipment of the company and the customers.

Education

DEGREE **2007-2010**
 School name, city and region.

DEGREE **2007-2010**
 School name, city and region.

CURRICULUM VITAE

Priya Saxena

56/1, Govind Park,
 Kalkaji, New Delhi,
 Pin-110019
 Mobile: 9876543210 E-mail: priya@yaboo.com

CAREER OBJECTIVE

I wish to make use of the learnings & skills accumulated through my experience in the organization.

ACADEMIC RECORD

- M.C.A. From M.P.C.T., Gwalior affiliated to R.G.P.V. Bhopal Session 2002-2006
- B.C.A. From G.I.C.T., Gwalior affiliated to M.C.R.P.V Bhopal Session 1999-2002
- Intermediate From Saket Mandir School Thatipur Gwalior (M.P.) Session 1996-99.

TECHNICAL SKILLS:

OPERATING SYSTEM :- Dos, Windows 9x, Windows NT/2000

LANGUAGES :- Java, Servlets, C++, C, JSP, HTML.

DBMS :- Oracle & SQL Server 2000

PACKAGES :- Adobe Photoshop, MS Office, Page Maker.

Hardware trouble shooting and basics of Networking.

EXPERIENCE :- 3 Months as a Project Trainee at ACL Wireless Pvt. Ltd.

PROJECT DURING MASTER DEGREE IN COMPUTER APPLICATION :-

DATAMINING ENGINE:- At ACL Wireless Pvt. Ltd. New Delhi.

LANGUAGE USED:- Java, Servlets, HTML.

DBMS:- SQL Server 2000

Connectivity:- Through JDBC

Web Server:- Apache Tomcat 4.0

John Doe

Professional Experience

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DETAILS

123 on the Street

New York, NY

123-123-1234

123-123-1234

email@freecvtemplate.org

CAREER

Highly recognized in the community, I can meet the challenges that your company will entrust me. I am a recognized expert in the field technologist.

SOFTWARE

Windows 7, 8, Windows Server, Adobe Photoshop and AutoCAD 3D.

INFORMATIONS

Languages: English, French and Spanish.
Class 5 driving license.

HOBBIES

Hunting, fishing, bass and drums.

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When it comes to resumes, presentation is just as important as the skills and experience that the resume itself spells out. Trying to design a resume from scratch can be a challenge, especially with few design skills. Need a little help? Check out these 51 free (yes, FREE!) Microsoft Word resume templates that you can easily download to your computer, edit to include your experience, and hand in with your next job application. No recruiter or hiring manager will be able to say no. Can't wait to view them one by one? We've put together a selection of the best free resume templates in one easy download below. Get your free resume templates Professional templates perfect for any industry Why use a resume template? Resume templates are handy tools for job seekers for a number of reasons. Firstly, it allows you to spend more time polishing up the content instead of worrying about the layout and design. Secondly, it gives first-time job applicants a better idea of how much to write and the sections to focus on. This also applies if you've been out of the job market for a while and haven't had to edit your resume recently. Before you sprint ahead to the templates, here are some resume dos and don'ts you should know. Resume dos and don'ts Do Tailor your resume to each job you apply to Highlight your most relevant experience, skills, and accomplishments Optimize your resume for Applicant Tracking Systems (ATS) Include keywords from the job description in your resume where it fits organically Triple check your resume for grammar, punctuation, and spelling Use data specific examples where possible (e.g. "increased sales by 30% by doing x") Include non-academic and non-professional experiences, such as volunteer work or side projects Use powerful verbs to describe your work (e.g. "amplified", "executed", "maximized") Include your contact information Keep your bullet points to under two lines Ask someone you trust to go over your resume with you Create a master resume. This will make it easier to tailor your resume to any job Include all your relevant credentials Save your resume file as something with your name on it. This will make it easier for managers and HR folk to locate your files Be consistent throughout your application. This means using the same fonts, styles, and naming conventions on your file. Showcase your soft skills Print out copies of your resume for interviews Don't Include obvious skills (e.g. gmail) Include irrelevant hobbies or interests. That space can be better utilized for highlighting your achievements and skills Include work experiences during high school unless you're a recent graduate Use an objective sentence. These are widely considered to be outdated, and only relevant if you are changing careers Hide gaps in your resume. Be confident when explaining the gap and speak on the skills you learned during that time Use cliches or too much jargon. Oftentimes, the first person reading your resume will be from HR Write overly complex sentences. Keep it straightforward and easy to understand Use more than two fonts Include photos (unless you're applying for a role in the arts) Include your salary history. Save that for the negotiation process How to optimize your resume for ATS If you're applying for a job, there is a very high chance that the resume will first be seen by some software before it makes its way to a pair of human eyes. This software is called an Applicant Tracking System and it sorts, scans, and ranks job applications that come through to a recruiter or employer. ATS helps recruiters filter through candidates by scanning for relevant information and keywords in an application. Writing a resume that is ATS optimized is imperative, as you could potentially miss out on opportunities even if you're qualified. Here are some ways to ensure your resume is ATS-friendly: Keep graphics to a minimum Incorporate keywords and phrases used in the job description. Don't overdo this, as resumes with a high match can be flagged for gaming the system Save your resume as a PDF (you can easily export as PDF once you've edited your Word resume template) Some ATS software can't read data in the header or footer. Ensure all your important information is in the body of your resume Avoid using too much formatting Make your resume easy to read, for robots and humans. This means avoiding overly wordy sentences and abbreviations where appropriate Customizable Word resume templates Turning a blank document into an attractive, well-designed resume is hard work, especially when you'd rather put that time to use in your job search. That's where these free Word resume templates come in. You can choose from a range of ready-made designs, whether you're looking for something classic, minimalist or colorful. All of the templates are easy to customize with your personal details, and you can even change the colors and themes if you're so inclined. When you're done filling out your template, make sure to save your file as a Word .docx file (or .doc for older versions of the program), so you can always come back and make changes. When you're ready to send your resume, be sure to attach it in the requested format, for example PDF or .docx. To export as a PDF from Microsoft Word, go to the File menu --> Export --> Create PDF. You can browse the free resume templates below, and get a selection of the best templates delivered straight to your inbox. Get your free resume templates Professional templates perfect for any industry 1. The basic resume template Want a basic resume to get yourself started? This is a great one for inputting your objective statement, experience, and skills. Download 2. Skill-based resume template What makes this resume template great is that it has a little color but it's also perfect for any industry. Download 3. 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