

YOUR NAME

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Your Address 123, City, Country

You can typically write a short description of yourself, your skills and your past professional experience here.

WORK EXPERIENCE

Job Position

Year 20XX - 20XX

Name of Company

- It's good to list your achievements in this company with quantitative values.
- Like, "increase sales by 10% by streamlining workflow and pipeline."
- Action verbs show readers you accomplished something at your past jobs, you weren't just "responsible for"

Internship Position

Year 20XX - 20XX

Name of Company

- If you're still in university, you can list down your internship positions.
- While you may be an intern, make sure you list down relevant tasks that might be valuable in your potential new position!

Volunteer Position

Year 20XX - 20XX

Name of Organization

- If you have never had professional work experience before, you can also highlight any leadership or volunteer position.

EDUCATION

University, Location

Year 20XX - 20XX

Bachelor of Economics | Current GPA: 4

- You can also list relevant courses you studied and your past achievements.
- Examples include scholarships, competitions, and being a distinguished honors student.

CORE SKILLS

- Skill 1
- Skill 2
- Skill 3
- Skill 4

LANGUAGE SKILL

English | Native proficiency
Japanese | Business proficiency