Fresh Graduate Bio Data

Education and project focused profile for a first job or internship

[YOUR NAME]

[Degree or study program] | [Graduation year]

EMAIL [Email address]	**PHONE** [Telephone number]
CITY [City and country]	**PORTFOLIO OR PROFILE** [Optional link]

Education and academic strengths

Qualification and subject	School or university	Year
[Enter details]	[Type here]	[Type here]
[Enter details]	[Type here]	[Type here]

RELEVANT COURSEWORK [Subjects related to the opportunity]	**AWARDS OR ACHIEVEMENTS** [Academic or extracurricular achievements]

Projects and practical learning

Project or placement	Contribution and outcome
[Enter details]	[Type here]
[Enter details]	[Type here]

Skills and activities

TECHNICAL SKILLS [Software tools or practical skills]	**COMMUNICATION AND LANGUAGES** [Languages and communication skills]
VOLUNTEERING OR SOCIETIES [Activity and role]	**INTERNSHIP AVAILABILITY** [Dates or weekly availability]

Reference

ACADEMIC OR PROJECT REFEREE [Name and role with permission]	**CONTACT DETAILS** [Email or telephone]

Replace every bracketed prompt with your own information. Include only the personal details requested by the recipient.