**Your Name**

Email- ID • phone number • LinkedIn Profile URL

**EDUCATION**

| Year of completion (Expected) | School name, Location  Class 11/12  **Awards & Honors**: [Optional. List any academic awards, scholarships, or other recognitions] | Percentage |
| --- | --- | --- |
| Year of completion | School name, Location  Class 10 **Awards & Honors**: [Optional. List any academic awards, scholarships, or other recognitions] | Percentage |

**CERTIFICATIONS**

| Month, Year – Month, Year | Certification in [Course Name], [Issuing Organisation]   * [Provide a brief description of the course content or skills gained, if relevant |  |
| --- | --- | --- |
| Month, Year – Month, Year | Certification in [Course Name], [Issuing Organisation]   * [Provide a brief description of the course content or skills gained, if relevant |  |

**POSITIONS OF RESPONSIBILITY**

| Month, Year – Month, Year | Organization /Club Name   * [Role: Describe your leadership role, responsibilities, and any achievements.] |  |
| --- | --- | --- |
| Month, Year – Month, Year | Organization /Club Name   * [Role: Describe your leadership role, responsibilities, and any achievements.] |  |

**VOLUNTEER WORK**

| Month, Year – Month, Year | Organisation Name   * Role or Activity: Describe the volunteer work you participated in, skills learned, and any outcomes or impact of your work. Begin each line with an action verb e.g. Managed, Enhanced, Collaborated] | Location |
| --- | --- | --- |
| Month, Year – Month, Year | Organisation Name   * Role or Activity: Describe the volunteer work you participated in, skills learned, and any outcomes or impact of your work. Begin each line with an action verb e.g. Managed, Enhanced, Collaborated] | Location |

**EXTRA CURRICULAR ACTIVITIES**

| Month, Year – Month, Year | Activity Name [Note: Relevant Clubs, Societies, or Teams]   * Role or Participation: Briefly describe your role, participation, or achievements.] | Location |
| --- | --- | --- |
| Month, Year – Month, Year | Activity Name [Note: Relevant Clubs, Societies, or Teams]   * Role or Participation: Briefly describe your role, participation, or achievements.] | Location |

**SKILLS**

| * **Technical Skills**: [List relevant software, programming languages, or tools] * **Language Skills**: [List languages and your proficiency level, e.g., Hindi (Native), English (Fluent)] * **Soft Skills**: [List any interpersonal skills, communication abilities, teamwork, or leadership qualities that are relevant to your experiences and future goals] |
| --- |

**INTERESTS**

| [List activities or hobbies that may interest potential colleges or employers. For example: Playing cricket, Reading fiction, Debating, etc.] |
| --- |

**COVER LETTER**

[Your Name]  
[Email Address]  
[Date]

[Recipient's Name]  
[Designation]  
[Company/Organization Name]  
  
**Subject:** Application for [Internship/Volunteer Position] at [Company/Organization Name]

Dear [Recipient's Name],

I am [Your Name], a [Class 11/Class 12] student at [Your School Name], pursuing the [Science/Commerce/Arts] stream. I am writing to apply for the [Internship/Position] at [Institute/Organization Name], which I discovered through [source].

Academically, I have excelled in [relevant subjects], achieving [specific achievements or grades]. My passion for [field related to the position] is reflected in my participation in [extracurricular activities or projects], where I developed skills in [mention key skills].

Additionally, I have [briefly describe any relevant experience, such as a project, internship, or volunteer work], which enhanced my abilities in [specific skills or knowledge]. I am particularly impressed by [Company/Organization/Institution Name]’s [mention a specific project or value], and I am eager to contribute to [specific aspect of the company/organisation].

I am confident that my academic background and enthusiasm make me a strong candidate for this opportunity. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Yours sincerely,  
[your name]