



Sample resume of a young specialist

Personal data

Ivanov Ivan Ivanovich

Age: 20 years old

Marital status: single

Contact information:

Address: Republic of Kazakhstan, Saran,
Zhambyl str., 33, sq.53

Phone: 8-000-000-00-00

E-mail: IVANKO_8000000@ mail. ru

Goal:

Get an interesting job in a specialty with decent pay and career prospects

Education:

2020-2024 Saransk Higher College of Humanities and Technology named after Abai Kunanbayev

Specialty: "Technical operation and maintenance of electrical and electromechanical equipment"

Qualification: "Mechanical technician"

Work experience and acquired professional skills (practice):

2023; 2024 LLC "Elektroenergосervice" Intern (production practice)

Additional skills and interests

An experienced PC user.

I work in the following programs: COMPASS; AutoCAD; ANSYS, etc. I have a category B driver's license.

Personal achievements:

The winner of the Physics Olympiad in Karaganda. I have 1 rank in chess.

Personal qualities:

Responsible, easy to learn, have organizational skills. I lead a healthy lifestyle.

Summary date: 05/25/2024

Sample resume of a young specialist

Ivanova Anastasia Sergeevna

Date of birth: 02/10/2004 / year 20

Contact information: 423270, Republic of Kazakhstan, Saran,

Zhambyl str., 33, sq.53.: 8 (72137) xx-xx-xx; cell phone: xxx-xxx-xx-xx; e-mail: xxxxxxxx@mail.ru

Goal: To get an interesting job in a specialty with decent pay and career prospects.

Education: 2020-2024: Saransk Higher Humanitarian and Technical College named after Abai Kunanbayev

Specialty: "Pedagogy and methods of primary education"

Qualification: Primary Education Teacher

Average diploma: 4.2

I have a special interest in the following subjects: Private methods, pedagogy, psychology

Additional education:

I have a certificate of graduation from the School of Arts in the Piano class.

Achievements:

2021 - International competition "Mathematics and Design"; 2nd year, diploma for the third place

2022 – Republican competition of scientific projects (scientific competitions) in general education subjects, diploma for the second place

2023 – International competition of performers "Astana – Merey" Diploma in the nomination "Originality"

Work experience:

2015; 2016 School gymnasium No. 4 of Karaganda Trainee (industrial practice):

Additional skills and interests:

An experienced PC user (Windows 95/98/2000/XP/, Word, Excel, Access,

Working with educational platforms (canva.com , teacherslab.kz , te-st.org .)

Personal qualities: Analytical mindset, learning ability, ability to make non-standard decisions, efficiency, determination, stress resistance,

high degree of responsibility, sociability, business ethics, diligence, ability to work in a team, discipline, accuracy.

05/17/2024 Ivanova Anastasia Sergeevna