

Resume or CV

- **Length:** 1-2 pages
- **Content:**
 - **Header:**
 - Name, contact information, LinkedIn (if applicable).
 - **Education:**
 - List of degrees, universities, and graduation dates.
 - **Work Experience:**
 - Job title, company name, dates, and a brief description of your responsibilities and achievements.
 - **Extracurricular Activities:**
 - Relevant volunteer work, clubs, or leadership roles.
 - **Skills:**
 - List relevant technical and soft skills.
 - **Certifications and Awards** (if any).
- **Tone:** Concise, clear, and factual.