



Free Resume Template for First-Time Jobseekers

A list of Free Resume Template for First-Time Jobseekers

Here are some beginner-friendly resume templates from Canva
you can use and customize.

JACQUELINE THOMPSON

123 Anywhere St., Any City • 123-456-7890 • hello@reallygreatsite.com
www.reallygreatsite.com

SUMMARY

Results-oriented Engineering Executive with a proven track record of optimizing project outcomes. Skilled in strategic project management and team leadership. Seeking a challenging executive role to leverage technical expertise and drive engineering excellence.

WORK EXPERIENCE

Engineering Executive , Borcelle Technologies **Jan 2023 - Present**

- Implemented cost-effective solutions, resulting in a 20% reduction in project expenses.
- Streamlined project workflows, enhancing overall efficiency by 25%.
- Led a team in successfully delivering a complex engineering project on time and within allocated budget.

Project Engineer, Salford & Co **Mar 2021 - Dec 2022**

- Managed project timelines, reducing delivery times by 30%.
- Spearheaded the adoption of cutting-edge engineering software, improving project accuracy by 15%.
- Collaborated with cross-functional teams, enhancing project success rates by 10%.

Graduate Engineer, Arowwai Industries **Feb 2020 - Jan 2021**

- Coordinated project tasks, ensuring adherence to engineering standards and regulations.
- Conducted comprehensive project analyses, identifying and rectifying discrepancies in engineering designs.

EDUCATION

Master of Science in Mechanical Engineering **Sep 2019 - Oct 2020**
University of Engineering and Technology

- Specialization in Advanced Manufacturing.
- Thesis on "Innovations in Sustainable Engineering Practices".

Bachelor of Science in Civil Engineering **Aug 2015 - Aug 2019**
City College of Engineering

- Relevant coursework in Structural Design and Project Management.

ADDITIONAL INFORMATION

- **Technical Skills:** Project Management, Structural Analysis, Robotics and Automation, CAD
- **Languages:** English, Malay, German
- **Certifications:** Professional Engineer (PE) License, Project Management Professional (PMP)
- **Awards/Activities:** Received the "Engineering Excellence" Award for outstanding contributions to project innovation, Borcelle Technologies

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Samira Alcaraz

Mechanical Engineer

CONTACT**Phone:** +123-456-7890**Email:** hello@reallygreatsite.com**Address:** 123 Anywhere St., Any City, ST 12345**Portfolio:** www.reallygreatsite.com**PROFESSIONAL
EXPERIENCE****Research and Development Engineer | 2030-2035**

The Innovation Lab

- Spearheaded the development of advanced materials, resulting in a 15% increase in product efficiency
- Conducted comprehensive experiments and data analysis, leading to three published journal papers
- Collaborated with cross-functional teams to ideate and prototype innovative solutions for industry-specific challenges

Mechanical Engineer | 2027-2030

Science and Tech Co.

- Assisted in optimizing mechanical systems for manufacturing processes, improving production speed by 20%
- Drafted and implemented quality control procedures, reducing defects and inconsistencies by 30%
- Supported the creation of detailed project reports and documentation for senior stakeholders

EDUCATION**North State University | 2025-2027**

Master of Science in Mechanical Engineering

- GPA: 3.8
- Best Thesis Awardee
- Recognition for Extended Research Paper

South City College | 2021-2025

Bachelor of Science in Mechanical Engineering

- GPA: 3.8
- Editor-in-Chief, SCC Newsletter
- President, The Innovation Society

CERTIFICATES**Project Management | 2027**

The Project Management Institute

System Optimization | 2028

Scrum Learning Society

Risk Management and Mitigation | 2028

Internal Auditors Team

Vendor Relations | 2030

South City College

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Henrietta Mitchell

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123 Anywhere St., Any City, ST 12345

BUSINESS MANAGEMENT & ANALYSIS

Motivated and results-driven Business School graduate seeking a challenging position within a large organisation as a Business Analyst or Project Manager. Offering a strong foundation in business strategy, data analysis, and project management, with a proven ability to drive efficiency, deliver successful outcomes and collaborate within cross-functional teams.

KEY COMPETENCIES

Process improvement	Report writing and presenting	Strong interpersonal skills
Data-driven strategic planning	Critical thinking skills	Proactive and self-motivated
Cost-benefit analysis	Excellent communication skills	Exceptional organisational skills

PROFESSIONAL EXPERIENCE

Arowwai Industries **Oct 2023 - Present**
Business Analyst Intern

Developed and implemented a streamlined process for gathering business requirements, reducing project delivery time by 15%. Developed and implemented a standardised reporting framework, resulting in improved visibility of key performance metrics and enabling data-driven decision-making at all levels of the organisation.

Hanover and Tyke **Jan 2022 - Aug 2023**
Project Management Assistant

Assisted project managers in planning and executing various projects, ensuring adherence to project timelines and deliverables. Monitored project budgets, tracked expenses, and prepared financial reports to ensure cost-effectiveness and adherence to financial guidelines.

Giggling Platypus Co. **July 2020 - Jan 2022**
Barista

Prepared and served a variety of beverages with precision and creativity, consistently meeting or exceeding quality standards, and receiving compliments for latte art and presentation.

EDUCATION & CERTIFICATIONS

Bachelor of Business Administration
Majors: Analytics and Project Management
Ginyard International Co.

Graduate Project Management Certification
Ginyard International Co.

Impact Evaluation Methods 3-Day Short Course
Liceria & Co.

EXTRACURRICULAR ACTIVITIES

President, Business Club
Ginyard International Co.

Community Volunteer
Paucek and Lage

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DANIEL GALLEGO

UX DESIGNER

123 Anywhere St., Any City | hello@reallygreatsite.com | www.reallygreatsite.com

SUMMARY

UX Designer with a focus on delivering impactful results, eager to tackle dynamic challenges and apply creativity to craft intuitive user experiences. Demonstrated proficiency in project management, user-centric problem-solving, and seamless collaboration across teams. Skilled in leveraging state-of-the-art tools and methodologies to streamline processes and elevate user satisfaction

TECHNICAL SKILLS

Prototyping Tools	Interaction Design	Accessibility
User Research	Visual Design	Responsive Design
Information Architecture	Usability Heuristics	User Testing Tools

PROFESSIONAL EXPERIENCE

Instant Chartz App, Morcelle Program

Jan 2023 - Present

- Led development of an advanced automation system, achieving a 15% increase in operational efficiency.
- Streamlined manufacturing processes, reducing production costs by 10%.
- Implemented preventive maintenance strategies, resulting in a 20% decrease in equipment downtime.

System UX Engineer, XarrowAI Industries

Feb 2021 - Dec 2022

- Designed and optimised a robotic control system, realizing a 12% performance improvement.
- Coordinated testing and validation, ensuring compliance with industry standards.
- Provided technical expertise, contributing to a 15% reduction in system failures.

EDUCATION

UX Industrial Basics and General Application

Aug 2016 - Oct 2019

University of Engineering UX Cohort

- Major in Automotive Technology.
- Thesis on "Technological Advancements within the current Mechatronics Industry".

Bachelor of Design in Process Engineering

May 2014 - May 2016

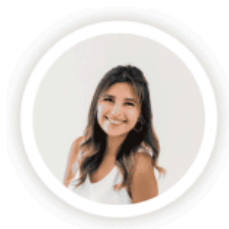
Engineering University

- Relevant coursework in Structural Design and Project Management.

ADDITIONAL INFORMATION

- **Languages:** English, French, Mandarin.
- **Certifications:** Professional Design Engineer (PDE) License, Project Management Tech (PMT).
- **Awards/Activities:** Most Innovative Employer of the Year (2021), Overall Best Employee Division Two (2024), Onboarding Project Lead (2023)

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OLIVIA WILSON

Graphics Designer

+123-456-7890 hello@reallygreatsite.com

www.reallygreatsite.com

EDUCATION

Bachelor of Design
Wardiere University
2006 - 2008

Bachelor of Design
Wardiere University
2006 - 2008

Bachelor of Design
Wardiere University
2006 - 2008

EXPERTISE

- Management Skills
- Digital Marketing
- Negotiation
- Critical Thinking
- Communication Skills
- Digital Marketing
- Negotiation

LANGUAGE

- English
- Spanish
- French

PROFILE

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

WORK EXPERIENCE

Ginyard International Co. 2020 - 2023

Product Design Manager

- Working with the wider development team.
- Manage website design, content, and SEO Marketing, Branding and Logo Design

Arowwai Industries 2019 - 2020

Product Design Manager

- Working with the wider development team.
- Manage website design, content, and SEO Marketing, Branding and Logo Design

Ginyard International Co. 2017 - 2019

Product Design Manager

- Working with the wider development team.
- Manage website design, content, and SEO Marketing, Branding and Logo Design

REFERENCES

Bailey Dupont
Wardiere Inc. / CEO

Phone: 123-456-7890
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Harumi Kobayashi
Wardiere Inc. / CEO

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Isabel Schumacher

Graphics Designer


About Me

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Contact

 +123-456-7890

 hello@reallygreatsite.com

 123 Anywhere Street., Any City

Skills

- Web Design
- Branding
- Graphic Design
- SEO
- Marketing

Language

- English
- French

Education

(2011 - 2015)

WARDIERE UNIVERSITY

Bachelor of Design

3.65

(2014 - 2019)

WARDIERE UNIVERSITY

Bachelor of Design

3.74

Experience

(2020 - 2023)

SENIOR GRAPHIC DESIGNER

Fauget studio

- create more than 100 graphic designs for big companies
- complete a lot of complicated work

(2017 - 2019)

SENIOR GRAPHIC DESIGNER

Iarana, inc

- create more than 100 graphic designs for big companies
- complete a lot of complicated work

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