BIODATA

Post Applied For

[Job title from the notice]

Contact Details

Full Name: [Your name]
Phone: [Your phone number]
Email: [Your email address]
Location: [City, State]

Educational Qualifications

[Qualification] — [Institution], [Year completed or expected]

Experience, Project or Training

[Job title, project name, internship or training programme]
[Employer, college or training provider] | [Dates]
[What you did in one short line]

Relevant Skills

[Tools, skills or languages you would use in the job]

Additional Details (if requested)

[Details listed in the job notice]

Declaration and Signature (if requested)

[Declaration wording]
Place: _____ Date: _____
Signature: _____