Resume format for 10th or 12th pass candidates applying for a first job

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

REKHA GAWANDE

Date of birth: [DD/MM/YYYY]
Address: [House number, Locality, City, PIN]
Phone: [Mobile number] | Email: [Email, if you have one]

OBJECTIVE
I am looking for a full-time job as a store assistant or data entry operator. I am punctual, I learn quickly and I am ready to work in shifts.

EDUCATION
Class 12 (Commerce), Maharani Devi Junior College, 2025 - 64%
Class 10, Maharani Devi High School, 2023 - 71%

SKILLS AND TRAINING
- Basic computer course (3 months): typing in English and Hindi, word processing, simple spreadsheets
- Typing speed: about 25 words per minute in English
- Can handle billing on a counter and give correct change
- Valid two-wheeler licence

WORK DONE SO FAR
Helped in my uncle's grocery shop on weekends and holidays (2022-2025): arranged stock, noted bills in the register, and managed the shop alone for a few hours at a time.
Festival season helper at a sweet shop, October 2024: packing and delivery to nearby homes.

STRENGTHS
Reach on time, polite with customers, able to lift and carry stock, calm when the shop is crowded.

LANGUAGES
Marathi (native), Hindi (fluent), English (basic spoken)

AVAILABILITY
Can join within one week. Can work from 9 am to 7 pm.