Resume format for freshers with no work experience

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KAVYA NADKARNI
[City, State] | [Phone] | [Email] | [Profile link, optional]

CAREER OBJECTIVE
Recent B.Com graduate looking for a junior operations or back-office role. I can keep accurate records, work comfortably in Excel and learn quickly, and I want to understand how a business runs day to day.

EDUCATION
B.Com, Marigold College of Arts and Commerce, 2026 - 7.8 CGPA
Class 12 (Commerce), Cedar Hill Junior College, 2023 - 82%
Class 10, Cedar Hill High School, 2021 - 86%

SKILLS
Excel: pivot tables, lookups, basic charts
Accounting software: voucher entry and ledgers (college course)
Typing: about 40 words per minute
Languages: English, Hindi, Marathi

PROJECTS AND COURSEWORK
Expense tracker for a small tailoring shop: built a monthly Excel sheet that the owner now uses to see where money goes.
Final-year survey: gathered 60 responses on digital payment habits among local shopkeepers and wrote a 10-page summary.
Class presentation: explained a simple budget for a student household to a group of 40, with a chart and a one-page handout.
Course certificate: 30-hour course on basic accounting software, 2025.

ACTIVITIES
Treasurer, Commerce Association (2025-26): kept the cash book and receipts for the annual college fest.
NSS volunteer: two blood-donation camps and one cleanliness drive.