Fresher Resume Pack: 10 ATS-friendly Resumes

One-column layout, standard headings and plain fonts so applicant tracking systems can read them. Replace everything in [square brackets].

[YOUR FULL NAME]

Accounts Executive

[City] • [Phone] • [Email] • [LinkedIn]

Summary

[One or two lines: who you are, your main skill and the role you want. Example: B.Com graduate looking for a Accounts Executive role where I can use Tally Prime with GST and MS Excel (VLOOKUP, pivot tables).]

Education

B.Com, [College], [University], [year], [CGPA / %]

Skills

- Tally Prime with GST
- MS Excel (VLOOKUP, pivot tables)
- Bank reconciliation
- GST return basics

Experience, internships and projects

- Internship, [Firm name], [months]: posted 400+ vouchers in Tally and prepared monthly GST data.
- College project: cash flow analysis of a local retail shop.

Certifications

- [Course name, platform, year]
- [Course name, platform, year]

Languages

English, Hindi, [other]

[YOUR FULL NAME]

Software Developer

[City] • [Phone] • [Email] • [LinkedIn]

Summary

[One or two lines: who you are, your main skill and the role you want. Example: B.Tech CSE looking for a Software Developer role where I can use Python, Java, SQL and Git and GitHub.]

Education

B.Tech in Computer Science, [College], [year], CGPA [ ]

Skills

- Python, Java, SQL
- Git and GitHub
- HTML, CSS, JavaScript
- Data structures

Experience, internships and projects

- Project: built a library management web app (Flask, MySQL) used by 200 students.
- Internship, [Company], [months]: fixed 30+ bugs in a React dashboard.

Certifications

- [Course name, platform, year]
- [Course name, platform, year]

Languages

English, Hindi, [other]

Draftstack
TEMPLATES · EBOOKS · TOOLS

You have read the free preview of Fresher Resume Pack

Ten one-column, ATS-friendly resumes for common fresher roles, each with example lines you can adapt, plus five cover letters including a short email version.

- 10 resumes: One column, ATS-friendly
- Example lines: Achievements with numbers
- 5 cover letters: Role-specific and email
- Word + PDF: Edit and preview

draftstack.in/product/fresher-resume-pack-ats-cover-letters