

THE FREELANCER KIT

Resume & CV Template Pack

5 job-ready resume templates — fresh graduate, experienced professional, IT, admin and creative. Fill in the blanks, export, apply.

5 COMPLETE RESUME TEMPLATES

2026 Edition · For the buyer's personal use

What's inside

Template 1 — Fresh Graduate Resume	3
Template 2 — Experienced Professional Resume	4
Template 3 — IT / Software Resume	5
Template 4 — Admin / Office Resume	6
Template 5 — Creative / Designer Resume	6

Every template in this pack is a complete, fill-in-the-blank resume. Replace every [BRACKET] with your own details, delete the example lines you don't need, and keep the structure exactly as written — the section order is what recruiters and applicant-tracking systems (ATS) expect. A one-page resume is the goal for under 10 years of experience.

Template 1 — Fresh Graduate Resume

Use this when you have little or no paid work experience. It leads with education, projects and skills instead of jobs.

[FULL NAME]

[City, Country] · [phone number] · [email address] · [LinkedIn profile URL]

PROFESSIONAL SUMMARY

Recent [degree, e.g. BBA / BS Computer Science] graduate from [University Name] with strong skills in [skill 1], [skill 2] and [skill 3]. Completed [number] academic and freelance projects, including [best project in 5 words]. Looking for

an entry-level [job title] role where I can [what you will deliver for the employer].

EDUCATION

[Degree Name] – [University Name], [City] [Year] – [Year]

- CGPA: [e.g. 3.4/4.0] (include only if 3.0 or above)
- Relevant coursework: [Course 1], [Course 2], [Course 3]
- Final year project: [Project title – one line on what it did]

PROJECTS

[Project Title] – [Month Year]

- Built / created [what it is] using [tools used]
- Result: [number, grade, users, or outcome – e.g. "scored A grade, used by 40+ students"]

[Project Title] – [Month Year]

- [Action verb] + [what you did] + [result]

SKILLS

Technical: [e.g. MS Excel, Word, PowerPoint, Canva, Python basics]

Languages: [e.g. English (fluent), Urdu (native)]

Soft skills: [e.g. teamwork, time management, presentation]

INTERNSHIPS / VOLUNTEER WORK (delete this section if none)

[Role] – [Organization], [City] [Month Year] – [Month Year]

- [What you did] – [result or number]

CERTIFICATIONS (delete this section if none)

- [Certificate name] – [Platform, e.g. Coursera / Google], [Year]

Why this works: Recruiters spend about 7 seconds on a first scan. This layout puts your degree and your best project in that window, and the numbers in the bullets prove you can finish things — which is the only question employers have about a fresh graduate.

Template 2 — Experienced Professional Resume

Use this when you have 2+ years of work experience. It leads with measured results, not job duties.

[FULL NAME]

[Job Title] · [City, Country] · [phone] · [email] · [LinkedIn URL]

PROFESSIONAL SUMMARY

[Job title] with [X]+ years of experience in [industry]. Track record of [biggest measurable result – e.g. "increasing monthly sales by 35%"] at [Company]. Skilled in [skill 1], [skill 2] and [skill 3]. Now seeking [next role] opportunities in [target industry/company type].

WORK EXPERIENCE

[Job Title] – [Company Name], [City] [Month Year] – Present

- [Action verb] [what you own] resulting in [number – %, money, time saved]
- [Action verb] [project or improvement] – [measurable result]
- [Action verb] [team/process responsibility] – [measurable result]
- Tools used: [tools]

[Job Title] – [Company Name], [City] [Month Year] – [Month Year]

- [Achievement with a number]
- [Achievement with a number]
- [Achievement with a number]

KEY SKILLS

[Skill 1] · [Skill 2] · [Skill 3] · [Skill 4] · [Skill 5] · [Skill 6]

EDUCATION

[Degree] – [University], [Year]

CERTIFICATIONS

- [Name] – [Issuer], [Year]

Why this works: Hiring managers promote people who move numbers. Every bullet in this template forces a result with a figure attached — duties describe the job, numbers describe YOU.

Template 3 — IT / Software Resume

Use this for developer, IT support, QA and data roles. It separates your tech stack from your project proof.

[FULL NAME]

[Role – e.g. Frontend Developer / IT Support Engineer]

[City, Country] · [phone] · [email] · [GitHub URL] · [Portfolio URL]

SUMMARY

[Role] with [X] years building [what you build – e.g. web apps, dashboards, internal tools]. Strongest stack: [main language/framework]. Shipped [number] projects used by [users/clients]. Focused on [performance / clean code / fast support resolution – pick one].

TECHNICAL SKILLS

Languages: [e.g. JavaScript, Python, SQL]

Frameworks & Tools: [e.g. React, Node.js, Git, Docker, Excel VBA]

Databases / Cloud: [e.g. PostgreSQL, Firebase, AWS basics]

Other: [e.g. REST APIs, Linux, WordPress]

PROJECTS

[Project Name] – [GitHub / live link]

- One line: what it is and who uses it
- Built with [stack]; key feature: [hardest thing you solved]
- Result: [users, speed gain, stars, client outcome]

[Project Name] – [GitHub / live link]

- [Same structure]

WORK EXPERIENCE

[Job Title] – [Company]

[Year] – [Year]

- [Technical achievement with a metric – e.g. "cut report time from 3 hours to 10 minutes"]
- [System, feature or support result with a metric]

EDUCATION

[Degree] – [University], [Year]

Why this works: Technical recruiters search by keywords first — the separated skills block is built for that scan, and every project line answers the follow-up question: 'yes, and here is the proof link.'

Template 4 — Admin / Office Resume

Use this for office assistant, data entry, accounts support, customer service and operations roles.

[FULL NAME]

[Administrative Assistant / Data Entry Specialist / Office Coordinator]

[City, Country] · [phone] · [email]

PROFESSIONAL SUMMARY

Detail-focused [role] with [X] years supporting [office/team type].

Process [volume – e.g. 100+ invoices / 500+ records] per [week/month] with [accuracy % or "zero-error"] record. Fast and accurate in MS Excel, Word and [accounting/CRM tool]. Known for [reliability trait backed by an example].

WORK EXPERIENCE

[Job Title] – [Company Name], [City] [Month Year] – [Month Year]

- Manage [filing / scheduling / data entry / invoicing] for [team or department]
- Enter and verify [number]+ records daily in [Excel / software], [accuracy detail]
- Handle [calls / emails / visitors] – approx. [number] per day
- Reduced [filing time / errors / backlog] by [number]% by [what you changed]

[Job Title] – [Company Name], [City] [Month Year] – [Month Year]

- [Responsibility + result]
- [Responsibility + result]

OFFICE & COMPUTER SKILLS

MS Excel (VLOOKUP, PivotTables, data cleaning) · MS Word · MS PowerPoint

Typing speed: [e.g. 45 WPM] · [QuickBooks / Tally / CRM name] · Email & calendar management

EDUCATION

[Degree / Diploma] – [Institute], [Year]

Why this works: Admin hiring is a trust decision: accuracy, volume and speed. This template turns 'good at Excel' into typed numbers — records per day, accuracy, typing speed — which is what office managers actually compare.

Template 5 — Creative / Designer Resume

Use this for graphic design, video editing, social media and content roles. Your portfolio link does the talking — this resume gets you the click.

[FULL NAME]

[Graphic Designer / Video Editor / Content Creator]

Portfolio: [Behance / Google Drive / YouTube link] · [phone] · [email]

SUMMARY

[Creative role] with [X] years creating [content types] for [brands/clients/industries]. Produced [number]+ [designs/videos/posts] reaching [views, followers, or sales result]. Style strengths: [e.g. clean minimal layouts, fast-cut reels, Urdu + English typography].

SELECTED WORK (link every line to the piece itself)

- [Project/client] – [what you made] – [result: views, sales, growth]
- [Project/client] – [what you made] – [result]
- [Project/client] – [what you made] – [result]

WORK EXPERIENCE

[Role] – [Company / Agency / Freelance] [Year] – [Year]

- Create [number] [posts/videos/designs] per week for [platforms]
- Grow [account/page] from [X] to [Y] followers in [time period]
- Tools: [Photoshop, Illustrator, Premiere Pro, CapCut, Canva, Figma]

SKILLS

[Design skill] · [Editing skill] · [Typography] · [Brand identity]
[Social media platforms] · [Basic skill that supports the main one]

EDUCATION

[Degree / Diploma] – [Institute], [Year]

Why this works: Creative hiring happens on the portfolio, not the page — so this resume is deliberately short, metric-led and link-heavy. Every line either proves reach or points to the work.

More from The Freelancer Kit

Done-for-you templates and tools — made to be faster than doing it yourself and more reliable than starting from a blank page:

- Freelancer Proposal Template Pack
- Freelancer Contract Template Pack
- Freelancer Invoice Template Pack
- Complete Freelancer Bundle (all three template packs)
- Excel Auto-Cleaner (Python tool)
- Bulk File Organizer (Python tool)
- PDF Toolkit (Python tool)
- Image Compressor (Python tool)
- Freelancer Proposal & CRM Sidekick (Chrome extension)
- Freelancer Sidekick Pro
- Cover Letter Template Pack
- Business Email Templates Pack
- Client Onboarding Pack
- Cold Outreach Scripts Pack
- Social Media Content Calendar Pack

Find them all at The Freelancer Kit store. Thank you for your purchase — every pack you own is yours to reuse forever.