

Philip Franklin

(088) 000 0000
philip@email.com
172 Boggins Street, Virginia Beach, VA 23464

Write 2-4 short sentences, summarizing your qualifications, core competencies, and most in-demand skills. If you are an entry-level candidate, use the last sentence to express your career goals or role expectations. If you're an experienced applicant, mention some of your "bragging rights" — a recent achievement, industry accolade, certification, etc.

[Check our post for resume & CV summary examples.](#)

Professional Experience

Company - Company City, Company State

Position (Jun 2022 - Current)

- List your most recent (current) role first.
- Include your key duties and some accomplishment(s) in 3-4 bullet points.
- Use "keywords" appearing in the job ad to describe your duties.
- Write in present tense if you are still employed.

Company - Company City, Company State

Position (Feb 2018 - May 2022)

- Write in the past tense to describe your main line of work.
- Use strong verbs to communicate your duties and responsibilities with impact.
- Include a quantifiable accomplishment (e.g. Created a marketing campaign with led to a 25% YoY increase in sales)

[For extra tips, check our ultimate guide to writing an impactful resume.](#)

Education

Degree: Field of Your Studies

School Name | The School Location (City And State)
Graduation Date

Skills

- Check the "Candidate Requirements" section of the job ad
- Highlight overlapping skills – hard, soft, and technical
- Feature some of them in this section and include the rest in your CV copy
- Only highlight skills that are relevant to the job

[Read how to list your core competencies on a resume.](#)