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| 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](https://www.freesumes.com/how-to-write-summary-of-qualifications-for-your-resume/). | |
| 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](https://www.freesumes.com/how-to-write-a-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](https://www.freesumes.com/resume-core-competencies/). | |