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| Philip Franklin | (088) 000 0000philip@email.com172 Boggess Street, Virginia Beach, VA 23464 |
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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.
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| 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/). |