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| SARA PEARSON+(0)567 2345 555name@email.comPROFILEWrite 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.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.HONORS, AWARDS, PROFESSIONAL MEMBERSHIP Tenured professionals may want to include a separate section, listing all relevant honors, awards, certifications, licenses, and professional memberships they hold. In each case, make sure to include an issuing date, membership dates, and/or expiry dates. * Physics Institute Award for Breakthrough Research (2019)
* International Photonics Federation Member - 2017-present
* Professional Certified Lecturer – 2020
* Photonics chip production training, Colorado University – 2018

LANGUAGES Know more than one language? Include a quick mention either in the Skills section or at the bottom of your CV. Indicate your professional capacity.* English – native/bilingual
* Spanish – native/bilingual
* French – C1 (full-working proficiency)
 |  | WORK EXPERIENCEPosition (Jun 2022 - Current)*Company - Company City, Company State** 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.

Position (Feb 2018 - May 2022)*Company - Company City, Company State** 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)

Position (May 2010 - Feb 2018)*Company - Company City, Company State** Write in “first-person assumed” to make your bullet points shorter.
* Use “power words” such as descriptive adjectives and strong verbs to better describe yourself.
* If you have changed careers, highlight your transferable skills — competencies that are relevant to the desired role.
* Don’t go further than ten years. Skip through minor promotions or irrelevant entry-level jobs you held ages ago.

For extra tips, check our ultimate guide to writing an impactful resume.EDUCATIONDegree: Field of Your Studies*School Name | The School Location (City and State)*Graduation DateCERTIFICATIONS, LICENSES, AND EXTRA TRAINING List the name of the certification/training program with a completion date. For licenses, add an expiration date (if applicable). * List all your education in reverse chronological order from the highest degree to the lowest.
* Don’t put GPA or Dean’s List honors unless you are a recent graduate.
* Limit training and certifications to the past 5 years.
* Don’t include grants, awards, or industry recognition here if you have more than 3 entries. Make a separate section instead.

RESEARCH AND PUBLICATIONS If you are applying for an academic position, your CV should include a shortlist of your most prominent research projects and industry publications. Provide a curated version only. You can always include a link to your Google Scholar profile for extra context. *M. Cucchi,* ***C. Petrauskas****, et al. “Reservoir computing for brain-inspired biosignal classification”. Science Advances, Vol. 343, 2021. PP-48-52*To list publications, use a standard citation format (APA or MLA). Underline or bold your name in publications with multiple authors. |