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| NED HARRISSON  128 Leopold Gardens,Brockley, PA 8547  (0)567 2345 555  name@email.com  PROFILE STATEMENT  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/).  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/).  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 Experience  Position (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](https://www.freesumes.com/148-strong-verbs-to-use-in-your-resume-and-cover-letter/) 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](https://www.freesumes.com/words-to-describe-yourself-during-an-interview/)” such as descriptive adjectives and strong verbs to better describe yourself. * If you have changed careers, highlight your [transferable skills](https://www.freesumes.com/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](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  Certifications, 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](https://www.freesumes.com/should-i-put-gpa-on-my-resume/) or [Dean’s List honors](https://www.freesumes.com/how-to-put-deans-list-on-a-resume/) 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. |