Linkedin.com/in/username

123 Toronto, ON

andrew.tho@example.com

555-555-555

PROFESSIONAL TITLE

ANDREW

THOMPSON

EDUCATION

DEGREE NAME

Institution Name, Location

Field of Study / Academic Major

Start Date – End Date

DEGREE NAME

Institution Name, Location

Field of Study / Academic Major

Start Date – End Date

EXPERTISE

PROFESSIONAL

* Analytical problem-solving
* Strong organizational skills
* Expertise in conflict handling
* Excellent presentation skills
* Strong attention to detail
* Excellent negotiation skills
* Integrity and ethical behavior
* Strong decision-making skills
* Excellent ability meet deadlines
* Time management skills

TECHNICAL

* Social media marketing
* Content creation and editing
* Email marketing automation
* Database management
* Google & Adobe Analytics
* Strong understanding of SEO
* Conversion rate optimization
* Pay-per-click (PPC) campaigns
* Advanced HTML/CSS
* Programming languages

LANGUAGES

English – Native

French – Native

Spanish – Fluent

CAREER SUMMARY

When you're putting together your resume, really take the time to shine a light on what makes you, well, you! What are your special skills and talents? What are you passionate about? What gets you excited and motivated? And, of course, how does all of this make you a perfect match for the job? Don't be shy about selling yourself! The more confidence you show in what you bring to the table, the better your chances. And here's a little tip: throw in some specific numbers or data to back up your achievements.

WORK EXPERIENCE

Position Title Here

Company, Location Date – Present

* A well-tailored resume is the most important aspect of any job application. By targeting your resume to suit the position you are applying for, you increase your chances of having your resume picked up as a good match.
* Most employers want to know what you achieved rather than what you did. When writing your resume, make it easy for them by emphasizing your accomplishments. Use figures if possible to quantify your successes.
* For example, as Regional Sales Manager, developed aggressive marketing campaigns and channel marketing programs, increasing revenue from $5 million to $25 million over a four-year time period.
* Keep a master resume document with all your experiences, achievements, and qualifications. From there, you can tailor it for specific job applications, ensuring you don't miss any relevant information.

Position Title Here

Company, Location Date – Date

* Use action verbs that are powerful and unique (founded, strengthened, driven, generated, supervised) to increase your chances of capturing the attention of any potential employer. This will move you one step closer in getting hired.
* Corelate these action verbs with specificity and impact. Rather than stating "Managed a team of 10 employees," highlight your leadership skills with "Led a team of 10, resulting in a 15% sales increase."
* Take the time to proofread your resume - multiple times, if necessary - until every word is perfect. Typos can make you look unprofessional, and like you didn't care enough to read your resume before you sent it out.
* Get feedback from other on your resume. Ask a friend, family member, or a career counselor to review your resume and give you feedback.

Position Title Here

Company, Location Date – Date

* Use at least three to four bullet points to describe each job position. This will give the recruiter a good overview of your skills and experience.
* Try to keep each bullet point at a minimum of two lines long and never more than three. This will make your resume easy to read and scan.
* Include any certifications, licenses, workshops, seminars or additional training that are relevant to the position you're applying for. This demonstrates your commitment to professional development.
* Keep your resume updated regularly, even if you're not actively job hunting, so you're always ready to seize new opportunities and advance your career.

ANDREW THOMPSON

AWARDS

AWARD NAME

Awarding Organization

Date Received, Year Here

AWARD NAME

Awarding Organization

Date Received, Year Here

AWARD NAME

Awarding Organization

Date Received, Year Here

CERTIFICATIONS

CERTIFICATE NAME

Issuing Organization

Date of Issuance, Year Here

CERTIFICATE NAME

Issuing Organization

Date of Issuance, Year Here

CERTIFICATE NAME

Issuing Organization

Date of Issuance, Year Here

MEMBERSHIPS

ORGANIZATION NAME

Membership Type

Role or Position

Start Date – End Date

ORGANIZATION NAME

Membership Type

Role or Position

Start Date – End Date

VOLUNTEERING

ORGANIZATION NAME

Role or Position

Location, Date

ORGANIZATION NAME

Role or Position

Location, Date

Position Title Here

Company, Location Date – Date

* When you are applying for a job, it is important to use keywords that are relevant to the job description. This will help your resume get past applicant tracking systems (ATS), which are used by many employers to scan resumes.
* To find the right keywords, you can look at the job description and identify the skills, experience and qualifications that the employer is looking for.
* When using keywords in your resume, be sure to use them strategically. Avoid simply repeating the same keywords over and over again. Instead, use them in a variety of ways, such as in your skills section, your work experience section etc.
* Stick to basic symbols like circles when creating your bulleted lists, and avoid using intricate characters that could get scrambled by an ATS. By doing this, you will ensure that your resume will be read by a computer and pass the ATS.

Position Title Here

Company, Location Date – Date

* In most cases, job seekers are asked to include a cover letter with their resume. A well-written and professional cover letter can set you apart from other candidates and increase your chances of being selected.
* The cover letter is your opportunity to introduce yourself and explain why you are the best candidate for the job. Make sure it reflects who you are as a person, what makes you valuable for their company and how excited you are.
* Provide specific examples of your accomplishments in previous roles. This adds credibility to your claims and gives the employer concrete evidence of your skills.
* Research the company's values, and culture, and express how your own values align with theirs. This shows that you've taken the time to understand their organization and are genuinely interested in being a part of it.
* Proofread the cover letter carefully to ensure there are no spelling or grammatical errors. Even a small mistake can detract from your professionalism.
* Seek feedback from a trusted colleague or mentor before finalizing your cover letter. They may offer valuable insights and suggestions for improvement.

Position Title Here

Company, Location Date – Date

* If you have a significant gap in your employment history, consider briefly addressing it. Honesty and transparency are valued by employers.
* If you have a portfolio, link to it in your resume, especially if you work in a creative or technical field. This allows employers to see your work firsthand.
* If you're a recent graduate or have limited work experience, emphasize your education, relevant coursework, and any internships or volunteer work.
* Avoid using clichés and overused buzzwords. Instead, opt for clear, descriptive language that vividly portrays your skills, and accomplishments.
* Showcase your ability to adapt to new technologies or software systems, especially if they are relevant to the role. This demonstrates your willingness to stay up-to-date with industry trends, which can be a valuable asset.
* Also showcase your problem-solving skills by detailing instances where you identified challenges, developed solutions, and implemented them to achieve positive results.

Position Title Here

Company, Location Date – Date

* Be concise and keep it brief - recruiters only have a few minutes to skim through each resume, so don't waste their time by listing every single article or project.
* Lying on your resume is never a good idea. You don't want to understate or embellish what you're capable of as it will mislead the employer, so be honest with yourself and put down only information that's true.
* Seek feedback from a trusted colleague or mentor before finalizing your cover letter. They may offer valuable insights and suggestions for improvement.
* Once you have crafted your impressive resume, save it as a PDF, unless otherwise requested. Sending your resume as a PDF document is the best way to ensure that it looks professional on any device.

ANDREW THOMPSON

REFERENCES

REFERENCE’S NAME

Reference’s Position/Role

Company/Organization

Professional Relationship

Collaboration Period

555-555-555

mail@companymail.com

REFERENCE’S NAME

Reference’s Position/Role

Company/Organization

Professional Relationship

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INTERESTS

The hobbies or interests can be a great way to add personality and depth to your resume, and they can also help you connect with hiring managers on a personal level. However, it's important to list your hobbies strategically and thoughtfully. Here are a few tips:

* Only list relevant hobbies
* Showcase cultural awareness
* Showcase continuous learning
* Highlight your active lifestyle
* Keep it concise and specific
* Be honest and transparent
* Proofread carefully

Position Title Here

Company, Location Date – Date

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PROFESSIONAL DEVELOPMENT

Class, Course or Workshop Date – Date

Organization, Location

Class, Course or Workshop Date – Date

Organization, Location

Class, Course or Workshop Date – Date

Organization, Location