

PROFESSIONAL TITLE

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Write a summary that truly reflects who you are and what you bring to the table. Focus on your key strengths and relevant experiences. Showcase how your skills have driven real results in past roles, and be sure to include specific numbers or data to back up your achievements. By connecting your experience to the job you're aiming for, you'll show that you're the right fit. Keep it short and impactful—your summary should grab attention quickly and leave employers eager to learn more about you.

WORK EXPERIENCE

Position Title Here

Company, Location | Date - Present

* Tailor your resume to the specific job you are applying for. This means highlighting the skills and experience that are most relevant to the job. For example, if you are applying for a job as a marketing manager, you would want to highlight your experience in developing marketing campaigns.
* Quantify your results whenever possible. This will help employers understand the impact of your work. For example, instead of saying "Increased sales," say "Increased sales by 15%."
* Use specific examples to illustrate your skills and experience. This will make your resume more concrete and memorable. For example, instead of saying "Experienced in customer service," say "Provided excellent customer service to over 1,000 customers per month."

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.
* If you are applying for a job in a new field, highlight transferable skills you have developed in the past that will serve you well in the position. For example, if you are applying for a job in marketing, but you have no formal marketing experience, you could highlight your skills in communication.
* 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.

PROFESSIONAL DEVELOPMENT

Class, Course or Workshop Date – Date

Organization, Location

Class, Course or Workshop Date – Date

Organization, Location

EDUCATION

DEGREE NAME

Institution Name, Location

Field of Study / Major

Start Date – End Date

DEGREE NAME

Institution Name, Location

Field of Study / 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
* Leadership experience

TECHNICAL

* Content creation
* Social media marketing
* MarTech platform experience
* Email marketing automation
* Video editing and production
* Database management
* Paid advertising and PPC
* Advanced HTML/CSS

LANGUAGES

English – Native

French – Native

Spanish – Fluent

German – Beginner