Abigail Robinson

DIGITAL MARKETING MANAGER

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 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 to back up your achievements.

555-555-555

Education

DEGREE NAME

Institution Name, Location

Field of Study

Start Date – End Date

DEGREE NAME

Institution Name, Location

Field of Study

Start Date – End Date

Expertise

PROFESSIONAL

* Analytical problem-solving
* Strong organizational skills
* Expertise in conflict handling
* Excellent presentation skills
* Excellent negotiation skills
* In-depth industry knowledge

TECHNICAL

* Data analytics and reporting
* Email marketing automation
* Social media marketing
* Paid advertising and PPC
* UX/UI design principles

Languages

English – Native

French – Native

Spanish – Fluent

Linkedin.com/in/username

Toronto, ON

abigail.r@example.com

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.
* 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, problem-solving.
* 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.
* 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.

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