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

TECHNICAL

* Social media marketing
* Email marketing automation
* Google & Adobe Analytics
* Strong understanding of SEO
* Conversion rate optimization
* Pay-per-click (PPC) campaigns

LANGUAGES

English – Native

French – Native

Spanish – Fluent

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.

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.
* 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.

PROFESSIONAL DEVELOPMENT

Class, Course or Workshop Date – Date

Organization, Location

Class, Course or Workshop Date – Date

Organization, Location