

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.

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."
* 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.

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

AWARDS

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

MEMBERSHIPS

ORGANIZATION NAME

Membership Type

Role or Position

Start Date – End Date

ORGANIZATION NAME

Membership Type

Role or Position

Start Date – End Date

COMMUNITY

INVOLVEMENT

ORGANIZATION NAME

Role or Position

Location, Date

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 for relevant keywords.
* 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. You can also use online tools.
* 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, and your education section.
* 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 for an interview.
* 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 about this position.
* Your cover letter should be well-written and error-free. It should be tailored to the specific position you are applying for, and it should highlight your skills and experience.
* 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

* 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 that you've ever worked on.
* 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.
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REFERENCES

REFERENCE’S NAME

Reference’s Position/Role

Company/Organization

Professional Relationship

Collaboration Period

555-555-555

mail@companymail.com

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Reference’s Position/Role

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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
* Show cultural awareness
* Quantify your hobbies
* Keep it concise and specific
* Be positive and enthusiastic
* Be honest and transparent
* Proofread carefully

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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