Full Name

Target Job Title

City, State | Phone Number | Email Address | LinkedIn URL

PROFESSIONAL SUMMARY

Write 3 to 4 lines here. Cover your experience, your target role, and your top achievements. Example: Detail-oriented Marketing Coordinator with 3+ years of experience running paid social campaigns and email programs, known for lifting engagement and hitting growth targets.

CORE SKILLS

List 8 to 12 hard skills and tools here that match the job description you are applying to. Example: SEO, Google Analytics, Content Strategy, Canva, Excel, Email Marketing, HubSpot, Project Management, A/B Testing.

PROFESSIONAL EXPERIENCE

Job Title | **Month Year - Present**

Company Name | *City, State*

Write 3 to 5 bullet points here, one per line. Each one needs a verb, a skill or tool, and a result. Example: Managed social media accounts using Hootsuite, growing follower count by 40% in 6 months.

Job Title | **Month Year - Present**

Company Name | *City, State*

Write 3 to 5 bullet points here, one per line. Each one needs a verb, a skill or tool, and a result. Example: Assisted with email campaigns in Mailchimp, improving open rates by 15%.

EDUCATION AND CERTIFICATIONS

Degree Title, Field of Study | **Graduation Year**

Institution Name, City/State | *Certification Name - Issuing Organization*