

EMILY BUTLER

DIGITAL MARKETING MANAGER

When crafting your resume, make sure to highlight what sets you apart! Focus on your unique skills, passions, and motivations, and explain how these make you an ideal fit for the job. Be confident in showcasing your strengths, and support your achievements with specific numbers or data to strengthen your case.



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EDUCATION

DEGREE NAME

Institution Name, Location
Field of Study/Major
Start Date – End Date

DEGREE NAME

Institution Name, Location
Field of Study/Major
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EXPERTISE

PROFESSIONAL

- Analytical problem-solving
- Strong organizational skills
- Excellent presentation skills
- Excellent negotiation skills
- Leadership experience

TECHNICAL

- Content creation and editing
- Social media marketing
- Email marketing automation
- Advanced HTML/CSS

LANGUAGES

English – Native
French – Native
Spanish – Beginner

WORK EXPERIENCE

Position Title Here

Company, Location | Date – Present

- Customize your resume for each job application by emphasizing the skills and experiences most relevant to the role. For instance, if applying for a marketing manager position, showcase your expertise in creating marketing campaigns.
- Quantify your achievements to demonstrate the concrete impact of your work. Rather than saying "Increased sales," specify "Boosted sales by 15%."
- Provide specific examples to highlight your skills and experience, making your resume more impactful. For example, instead of "Experienced in customer service," write "Delivered outstanding service to over 1,000 customers monthly."
- Regularly update your resume, even when not job hunting, to ensure you're always prepared for new opportunities and career growth.

Position Title Here

Company, Location | Date – Date

- Employ strong and unique action verbs (such as founded, strengthened, driven, generated, supervised) to grab the attention of potential employers and enhance your chances of success.
- Link these action verbs to specific results and impacts. Instead of "Managed a team of 10 employees," demonstrate your leadership with "Led a team of 10, achieving a 15% increase in sales."
- Seek feedback on your resume from others. Have a friend, family member, or career counselor review it and provide constructive criticism.
- Use three to four bullet points for each job position to offer a clear overview of your skills and experience to recruiters.

PROFESSIONAL DEVELOPMENT

Class, Course or Workshop Date – Date
Organization, Location

Class, Course or Workshop Date – Date
Organization, Location